



**CITY OF DOVER, DELAWARE
PLANNING COMMISSION
Monday, July 21, 2025 at 7:00 PM**

City Hall Council Chambers, 15 Lookerman Plaza, Dover, Delaware

AGENDA

Written comments are accepted via mail to City of Dover – Planning Commission, P.O. Box 475 Dover DE 19903 and via email at CompPlan@dover.de.us.

IN-PERSON and VIRTUAL MEETING NOTICE

The Planning Commission Meeting for July 21, 2025 will be held at City Hall in City Council Chambers at 7:00 PM and as a Virtual Meeting using Webex, an audio/video conferencing system as an electronic means of communication. The public is welcome to attend. See participation information below to join by phone or computer.

**PUBLIC PARTICIPATION INFORMATION
City of Dover Planning Commission Meeting of Monday, July 21, 2025**

Join By Phone: Dial +1-650-479-3208
Access Code: 253 556 38996
Password from Phones: 3683772

Join Online: <https://bit.ly/PCMeeting07212025>
Webinar Number: 2535 563 8996
Webinar Password: Dover PC

If you are new to Webex, get the app now at <https://www.webex.com/> to be ready when the meeting starts. For problems accessing the meeting, please call the Planning Office at (302) 736-7196.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Adoptions of Minutes of June 16, 2025

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Planning Commission regular meeting date is August 18, 2025 at 7:00 PM.

Update on City Council Actions

Department of Planning & Inspections Updates

- 2. Department of Parks & Recreation Alerts on Silver Lake Drawdown with Silver Lake Dam valve opening scheduled for October 6 - 17, 2025

OPENING REMARKS CONCERNING MEETING PROCEDURES FOR APPLICATIONS

OLD BUSINESS

Requests for Extension of Planning Commission Approval

NEW APPLICATIONS

- 3. S-25-10 Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane – Public Hearing and Review of a Site Development Plan Application for the Phase 2 construction of two Warehouse Buildings: Building B of 45,000 SF and Building C of 133,000 SF (totaling 178,000 SF for Phase 2) with site improvements. Phase 1 of the project consists of Multi-Tenant Flex Warehouse Building A of 54,000 SF. The property is zoned M (Manufacturing Zone) and is subject to the AEOZ (Airport Environs Overlay Zone): Accident Potential Zones I & II. The property consists of 19.74 acres. The property is located on the north side of Lafferty Lane, approximately one-quarter mile west of Horsepond Road. The owner of record is Dover Industrial, LLC. Property Address: 350 Lafferty Lane. Tax Parcel Number: ED-05-077.16-02-05.00-000. Council District 2. PLUS Review #2024-08-08. *For Consideration: Performance Standards Review Application and Tree Mitigation Plan. Phase 1 of this project was approved with Site Plan S-24-13 Flex Use Facilities Commercial Warehouse.*

NEW BUSINESS

- 4. Annual Meeting of the Planning Commission (Nomination and Election of Officers and Appointments to Subcommittees)

ADJOURN

Posted Agenda: July 11, 2025

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

CITY OF DOVER PLANNING COMMISSION
June 16, 2025

The Meeting of the City of Dover Planning Commission was held on Monday, June 16, 2025, at 7:00 PM as an In-Person Meeting and also using the phone/videoconferencing system Webex. The Meeting Session was conducted with Chair Mr. Witham presiding. Members present were Mr. Michael Lewis, Mr. Roach (arrived virtual at 7:08PM), Mrs. Denney, Mrs. Maucher, Mr. Baldwin, Dr. Jones, Mr. Reaves (virtual), Mrs. Welsh, and Mr. Witham.

Staff members present were Mrs. Dawn Melson-Williams, Mr. Christopher Salzano, and Mrs. Kristen Mullaney.

APPROVAL OF AGENDA

Mrs. Maucher moved to approve the Agenda as submitted, seconded by Dr. Jones and the motion was carried 8-0 with Mr. Roach absent.

APPROVAL OF MEETING MINUTES OF MAY 19, 2025

Mrs. Welsh moved to approve the Planning Commission Meeting Minutes of May 19, 2025, seconded by Mrs. Maucher and the motion was carried 8-0 with Mr. Roach absent.

Mr. Roach arrived to meeting virtually at 7:08PM.

COMMUNICATIONS & REPORTS

Mrs. Melson-Williams stated that the next Planning Commission regular meeting is scheduled for Monday, July 21, 2025, at 7 PM. We do have an application that was just filed to be heard that evening.

Mrs. Melson-Williams provided an update on the regular City Council and various Committee meetings held on June 9 & 10, 2025.

Mrs. Melson-Williams stated that as noted, we are processing a number of Event Permits tied to festivals. She believes this coming weekend would be the African American Festival and then we will be into the Fourth of July soon after. There is an update on the Kenton Road project if your travels take you to that part of the City. There was a Public Advisory that was issued today. They are still in Phase 2 where the southbound of Kenton Road between College Road and Route 8 is closed. Hopefully that will be transitioning later this month but for more detailed information about their phasing for this project, it is recommended that you visit the website that they have up which is www.Kentonroadimprovements.com. It lays out all of the phases; it gives aerial shots of current conditions in the corridor. Their phasing plan takes them through June 2026 at this point. It looks like they may have to pause a little bit over the winter depending on what type of activity they are going to be in. That corridor from Route 8 to Maple Dale Road is going to have various versions of closures over the next year.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

Mrs. Melson-Williams presented the audience information on policies and procedures for the In-Person Meeting and Virtual Meeting using the Webex system.

OLD BUSINESS

Requests for Extensions of Planning Commission Approval: None

NEW BUSINESS

Presentation on Dover's Downtown Development District (DDD) Program Relaunch
Visit <https://www.cityofdover.com/departments/Planning/dovers-downtown-development-district-210248>

Representative: Mrs. Ann Marie Townshend, Rossi Group

Mrs. Melson-Williams stated that our first presentation this evening is a presentation on Dover's Downtown Development District Program. We call it the DDD. It is a relaunch, and we have Mrs. Ann Marie Townshend from the Rossi Group and also Mr. Chris Salzano from the Planning Office who will be giving this presentation this evening.

Mrs. Townshend stated that for those of you who may not be as familiar with the history of the Downtown Development District Program, in 2014 the General Assembly passed the Downtown Development District Act. The purpose of the Act was to spur capital investments, stimulate job growth, help build a stable community of long-term residents by improving housing opportunities, and assist municipalities basically in strengthening the Downtowns. There was an application period. The City of Dover submitted an application along with a District Plan and we were one of the first three designated in that first round. There was one from each County. It was Wilmington, Dover and Seaford. The way that the program works is that the designation is good for ten years and then after the 10 years, the designated municipalities are eligible for up to two, five-year extensions. As of today, there are twelve designated Downtown Development Districts and three came up on the first window of renewal; again, Wilmington, Seaford and Dover. We submitted last year; Rossi Group worked with the City to develop the District Plan, do the program assessment, and complete the application. That was done and it went to the Cabinet Committee on State Planning Issues and then last summer, the City got a letter from the Governor letting us know that we were extended for an additional five years. So, that extension began on February 1, 2025, and will go through January 30, 2030. The bulk of the program success in Dover really has been the housing. There has been really some transformational change in neighborhoods. When we did the application in 2014, we used two different planning documents as kind of the direction for the plan. They were kind of the heart of the plan. One of those was "Restoring Central Dover" which NCALL, now NeighborGood Partners, was the lead. There still is a lot of collaboration through "Restoring Central Dover" on improving the housing stock, providing homeownership opportunities really for people who are low to moderate income. One of the big fears when you get into revitalization is, are you going to displace the people who live there to bring in new people with more money and then you end up with gentrification. Through Restoring Central Dover, there has really been an effort to balance everything. More than 65 homes have been built between Habitat for Humanity, NeighborGood Partners, Milford Housing Development Corporation, and then a few built by private for-profit builders. That was really transformational. You can see North Kirkwood Street just entirely

transformed and if you drive around Downtown, you can really see the difference. There have been some very successful commercial investments as well. Janaid's on Loockerman Street was one of the first two or three projects in Dover to actually get through the program and get the rebate. He is doing very well, and he is now looking at doing residential on the upstairs of his properties, which again, is one of the priorities of all of the Downtown planning. Rail Haus is another example of a large commercial success. Stonerail Market is another example. The commercial success hasn't been as transformational as we were hoping. She thinks COVID didn't help us with that. But certainly, she thinks the winds are shifting and things are getting stronger in that area.

There are a variety of incentives. The big incentive with the State's Downtown Development District Program is a rebate of up to 20% of the capital cost of construction, renovation or whatever of the project. She can't think of one property owner or business owner who has taken advantage of this that we talked to, that didn't say that this was the difference that made it viable. Without this 20% rebate, the numbers just wouldn't work. The other thing is that the State wants to see that the local governments also have some skin in the game. The City has a variety of incentives. There is a waiver of the City's portion of the water and wastewater impact fees, a waiver of the Building Permit fees, and a waiver of the Business License fees for new businesses. You still have to get your license, just for three years it doesn't have a fee. Then, here is a 10-year property tax abatement where basically the taxes come in over time. There is also a transfer tax rebate after a project is complete. The last one is the Historic Tax Credit which the City has had for quite some time but that is one of the tools in the toolbox. The Downtown Dover Partnership also has some incentives. For many years, they have had a very successful Façade Grant Program. When we started the Downtown Development District in 2015, they started offering architectural assistance so that if people were doing renovations, it would help to pay for those architectural costs. When we did this back in 2014/2015, we thought about what the challenges that they were finding. There were a lot of people wanting to do renovations on commercial buildings, but they did not have the funds to pay for an architect; so, that was an incentive that really helped people do it the right way, which is what we want. In more recent years, the Downtown Dover Partnership has funding for what is called a Critical Improvement Program. Under that program, they help with the cost of life safety, ADA accessibility, commercial kitchens, and upstairs residential. One of the things that people don't like to do, and she certainly understands, is when you get to a certain level of renovation and your space is a certain size, it has to be sprinklered. It's expensive; this helps to make that cost bearable because the Downtown Dover Partnership, in some cases has provided up to \$300,000 in support to make some of these things happen. For the first ten years or so of the program, Kent County also had a rebate that they would do up to \$10,000 and that is unfortunately, no longer part of the puzzle. As part of the Renewal Application, we did an evaluation and we did focus groups. We really talked to the people who did the projects, found out what worked and what didn't. The numbers are between 2015 and 2023 as that was the data that they had when we did this. The State Rebates totaled \$1.6 million. The value of the City's Incentives was \$73,000 and the private investment leverage of \$13.2 million. That's the goal of the program; it's to replicate that type of success.

The application to update the District Plan was done last spring. City Council approved it in May 2024. The letter from the Governor came in August 2024 and then in February 2025, City

Council approved an Ordinance that amended the boundary. With the initial program, we were more confined in how much land we could have. She thinks it was 225 acres to start and now its 275 acres. We really worked to figure out where was the need. Where are the places that if you expand that boundary, it could really make a difference? Most of that was on the west side. Also in a prior expansion, the boundary on the east side on Loockerman Street was taken to Mirror Lake because you have the old Post Office and you have Treadway Towers; there is opportunity there. That Ordinance was adopted in February and now we get into the relaunch. They have been working on the materials associated with the program and this is where she is going to turn it over to Mr. Salzano to explain.

Mr. Salzano stated that as part of the Downtown Development District Relaunch, we developed a variety of different forms as well as a new website with our consultants at Rossi Group. The first thing (shown on the screen) is our updated website. It is simpler, sleeker and easier for the general public to navigate to get any information they need. Through some talks with our partners at the State, we learned that Dover is one of three Downtown Development Districts that the State still hosts a website for. Since we are now able to maintain our web presence, it would be beneficial for us to really fully take over for our DDD website to be the premier location to find all of that information on Dover's District. Part of this Relaunch and in the next couple of months, we will be updating and integrating the information from the State's page as well as tweaking some things from their page that they liked and we think could benefit people who are looking to take advantage of Dover's Downtown Development District. It's to just help guide people to easy information, the people to contact, and help find any information that they may need or helpful links. Mrs. Townshend mentioned the updated boundary and this is one of the various sheets that they worked on developing with Rossi. The sheet on the screen shows the whole of the Downtown Development District and specifically that DDD Area. They have been divided into that DDD and a Target Area; and this is specifically showing people that this is the Downtown Development District proper. This is where you can leverage all of the City's incentives, the State's incentives, and everything that is really at your disposal for improvement in Downtown Dover. The next slide shows that expanded Target Area. It shows you that this is still an area that you can leverage some incentives but not necessarily all of those same incentives as you can within the Downtown Development District itself. Both of these forms as well as the next few forms have been simplified and streamlined as well as turned into fillable PDF forms for ease of digital navigation and filling out. As part of the DDD Program and as far as the State Historic Preservation Incentives and the City's Historic Preservation Incentives, we developed a form that is showing the various Historic Districts within Dover itself as well as the Dover Historic District proper. This form shows the incentives that you could leverage if you purchase a historic property as well as where the National Registered Districts are in comparison to where the Dover's Historic District is considered. Dover's is that large orange district labeled as the City of Dover Historic Zone. Within that zone, he is sure that we are all aware that there are some additional regulations on what you can and cannot do, but there is also some great incentives including tax incentives for purchasing and renovating a property within that zone. Finally, this is the Downtown Homeownership Incentives Form. Again, we are showing you the overall DDD Area and this form goes over what the Homeownership Incentives are for the Downtown Area, including those Tax Rebates and the Transfer Rebates. This is simplicity and again, making sure the general public can easily access and go through these forms without having too many questions before they come into the Planning Office and start talking about

moving forward with a project. Finally, talking about having incentives, we have our new Incentive Application Form. This form, also streamlined by our partners at Rossi Group and what they have done here is turned it into a fillable form so that it can be easily transferred to the City via email. You can fill it out, give it to a Planner or to the Front Desk and we can evaluate it before you even have to come into City Hall which will definitely help save some people some time if they have any questions. It's just generally make getting DDD applications in and processed easier for everyone involved.

Mrs. Townshend stated that with the boundary change, one of the things that we did was worked with Public Works to put signage at the new locations where you enter the District. It was brought up at the meeting when we were with the Council Committee of the Whole last week about doing something with the Kent Economic Partnership, then Central Delaware Chamber, and the Downtown Dover Partnership to really work together to promote that. That was something that we discussed in the Plan and in the program evaluation. We actually have a meeting next week with them to talk about how we can really work together to really promote the program and promote the incentives. With that, once that meeting is done they will have a press release that will kind of give that public push to hopefully get some more traction on it and get it in people's news feeds.

Mr. Lewis asked if they had any data or knowledge of how Dover's progress compares to the other communities that are involved. Responding to Mr. Lewis, Mrs. Townshend stated that she is going to ask Mr. David Edgehill to answer but every town seems to have a different type of success. Milford has had a lot of business success and they have also had housing. Seaford had that huge large project. Our real success was that transformational change in the neighborhoods. The non-profits that were part of that leveraged other State funds through Strong Neighborhoods. She is not sure that it is easier to say that Dover is more successful or less successful because the way that the program has played out has just been very different.

Mr. Edgehill stated that one of the things that they do in their office is administer the Downtown Development District Program. He was on the team 11-12 years ago that came up with the Downtown Development District Program with Governor Markell and his team. So, your question is how does Dover compare to the other districts and he thinks Mrs. Townshend answered it quite well. Every district has got their own sort of trajectory and their own type of success. He would say that you can't compare any of the districts to Wilmington because Wilmington has a larger type of development. If you look at the metrics, they have really absorbed a majority of the funding. If we look at apples to apples, but it's really not the same thing, because Dover has been extremely successful with the neighborhoods and with the housing. Whereas, he thinks one of the things that they learned through the renewal process and the application that Dover put together with Rossi's help was really the desire to sort of shift that momentum to more mixed use and larger projects. There are two types of projects in the program. There are Small Projects under \$250,000. They are small businesses and homeowners. Large Projects are anything over that and that requires a reservation. But typically, they are larger projects and Dover has had probably not as many of those as we had probably hoped, but as you know, they are poised to see more of those in the coming years which is why the Renewal was very important to Dover and to us. Again, for the other Districts, we have some that are on the lower tier of not having as many projects as we had hoped but most of them are doing quite

well. The three Renewal Districts that had the full ten years to operate the program, all saw transformational change in their Downtowns and were poised. Part of it is having to make the pitch, “well, we aren’t done yet; we have more to do.” In Dover’s case, it was the commercial mixed-use side of things. In Seaford’s case, they had a tremendous success with their Downtown called High Street with an almost 0% vacancy rate with large residential projects. They shifted their success to the neighborhood’s gateway into the Downtown that they hadn’t seen as much activity in. Wilmington, believe it or not they have had great success in their Market Street Corridor with multi-story mixed use buildings, condos, apartments, restaurants, so on and so forth. But they really haven’t done as well with housing. They have got a lot of issues in their neighborhoods on either side of their district and they struggle to shift the focus there. That is just a quick overview but he thinks Dover is doing great. He is really happy that you got the program and that you got the five year renewal now to make some more progress.

Dr. Jones stated that following up on the previous question, is there concerted efforts or stepped up efforts to try to increase the business side of that? Responding to Dr. Jones, Mrs. Townshend stated yes, this is her speaking as someone who has just been around for a long time; we are finally in a position that we are getting significant funds from the State. She knows when she was with the City, she used to say “all the money goes to Wilmington. We need Wilmington money to make a huge dent.” And for the first time, we have that. 25 million dollars from the State through ARPA and other sources and that is going to push the Mobility Center and the multi-story Mixed Use Building at the former Acme site to reality. Sometimes it’s just really hard to get the numbers to work even with that 20% and that funding from the State is going to help push it over and then there are people who are kind of poised to kind of follow suit once that momentum gets going.

Dr. Jones asked if there is a residency requirement for the housing. Responding to Dr. Jones, Mrs. Townshend stated that there isn’t. For the Homeownership Incentives, yes it has to be a primary residence. If for instance you are getting Dover First Start money, one it has to be income qualified. She thinks it has to be under a certain percentage of Area Median Income. You have to qualify per HUD. For the Tax Abatement for owner occupied residential, it has to be your primary residence so it can’t be an investment property. But the 20% rebate, it doesn’t matter.

Dr. Jones asked if the applicant has to be a resident of the State of Delaware. Responding to Dr. Jones, Mrs. Townshend stated that she didn’t believe so.

Dr. Jones asked if there was a requirement for the new homeowner to remain in that home for any period of time. Responding to Dr. Jones, Mrs. Townshend stated that there is not with the DDD Program itself. But the other funding that was leveraged to build all of these new homes, again it was primarily led by NeighborGood Partners and Habitat, and Habitat holds the mortgage. So, they have that mechanism. Typically, the other subsidy that goes into the house, what happens is, it gets placed as a lien like a forgivable loan; and it gets forgivable incrementally over time. Depending on the funding sources, that horizon service is usually five or ten years. If you do sell before that, you have to pay back.

Mr. Witham stated that he noticed that they issued press releases and his question is that there is

a lot going on Downtown with the Downtown Development projects but he doesn't see high visibility on what has happened and what it's doing. Are you trying to count your successes with these projects on other advertising platforms to really get the word out, not just to the Dover community, but to the outside world? Like using YouTube or going to get something on WDOV on television. It's advertising all of this activity to get the word out, not just issuing a press release. The only people who read a press release are the press. Responding to Mr. Witham, Mrs. Townshend stated that's the plan for the meeting that we are having next week; to really among those non-governmental entities that are promoting Dover to really start to develop that method and that strategy. That is the goal for next week for the meeting that they are having with the Chamber, the Kent Economic Partnership, and the Downtown Dover Partnership.

Mr. Witham stated that one thing that he has noticed over the years is that improvements are slowly and incrementally coming to Dover but the fact is that we have a lack of really nice Downtown restaurants. People have tried very hard to build those nice restaurants, though some have failed and some have done better than others. There was a time in which Downtown Dover had a plethora of restaurants and that seemed to attract a lot of people coming Downtown. He knows that we have a situation where did the chicken come first or did the egg come first in attracting people and businesses Downtown, but we still have a high degree of vacancy of buildings Downtown which is problem. Responding to Mr. Witham, Mrs. Townshend stated that is where the Downtown Dover Partnership with their Critical Improvement Program has identified priorities being restaurants and residential above business. That is where they have said these are the things that we are going to find. It is very costly to install a commercial kitchen so that is where they are trying to get the money into people's hands that way to help them pay for those improvements. Part of the challenge with a restaurant is once you pay for the commercial kitchen and everything, you are so leveraged before you even open the door that it's really hard, which is why you see a high failure rate. The idea is that if the Partnership can help get some of the commercial kitchens underway, that will take the burden off of business owners.

Mrs. Denney stated that for many years she managed medical practices and also did some things for the hospital and one of our major issues was recruiting physicians. Obviously Bayhealth has grown; it was a very small rural hospital. She could follow the doctors through the residencies and their fellowships and bring them down and entertain them. Everything was great, but the wife did not spend her life driving around in her little Volkswagen Bug trying to get her husband through med school and residency and fellowship. So first, the doctors come, and everything is great and then they come back with the wife. The hospital meets with the doctor again and she takes the wife on tours of schools, churches, and housing. It was very difficult to get them to want to live in Dover. Boscov's was not their idea of shopping. They hadn't waited all of these years to shop there; they wanted to be in Nordstroms. It was very difficult, and it was interesting because she would take them out to dinner and she would tell them about when she lived in Camden. Getting up on Saturday morning for a cup of coffee and she would say lets go to the Metropolitan Museum of Art, or the beach or lets go to the Smithsonian because it totally surrounds you if you think about it; it's just not right here. Which is how she ended up getting on the board that was trying to develop the Schwartz Center because she felt like that was at least something. It did help and they did have a lot of things going on there that seemed to have faded away, but she honestly thinks we are headed in the right direction, but we need fine dining. It's not just doctors that you have to recruit; it's doctors' wives, it's accountants, lawyers, etc.

Responding to Mrs. Denney, Mrs. Townshend stated that when they were working on the plan update and we were talking to Delaware State University who had just acquired the Wesley Campus, one of the things that they said is that students who are at the Downtown Campus, when families come to visit they go to the highway. We need to get to where they go somewhere nice Downtown; that it's not just the highway. She thinks that we are really on the cusp of that happening. She is going to be honest, and again, she feels like she uses this as a reason for so many things that haven't gone according to plan and personally, she thinks COVID really hurt us. We had 33 West that was packed all of the time and closed. She really feels like we had momentum going into that.

Mrs. Denney stated that Mrs. Townshend is right on target. We have to remember that we had that hiccup of COVID that set everybody behind. All of the prices got higher, and the economy was shrinking, and it was very difficult. The other thing is that many years ago when she managed the Town of Camden, she wrote an article for Delaware Today Magazine. It was about the castles, the palaces, and the playground. She described Kent County as being the mote in between and she felt that. Anything that was happening, if it was in the Delaware Today Magazine or the papers or anything, we were always on the last page of the book. She wrote a letter to the editor about that, and they printed it on the inside back cover of the book. She thinks that it's interesting because she is finally feeling like some of that is slowly changing; especially post COVID. We have a lot of things going on such as the Amish Bike Tour. We always have great Dover Days. Responding to Mrs. Denney, Mrs. Townshend stated that Dover Con has become a huge thing.

Mrs. Denney stated that it is huge and people travel. Back then, we had the races and things were really beginning, and she feels like we got pushed back. She feels like things are hopeful again and she tends to refer to Dover as the Capital City of the State that started this Nation. We should be using that to attract people who want to understand history. It's right here. Her hope is that things are beginning to turn.

Mr. Lewis stated that just for the record, the races are still here on July 18-20, 2025. Dovermotorspeedway.com for ticket information.

Dr. Jones stated that we have had such an influx of people coming to Delaware, coming to Kent County for reasons that we all know and many of them come with financial resources from pensions and homes. You hear them say "I have to go here to do this and that." She won't repeat anything that has been said but that is something to think about. Her question is, in the planning and the brainstorming, how has transportation or lack of come into play or been discussed or has it? Responding to Dr. Jones, Mrs. Townshend stated that it has. In the *Capital City 2030 Plan* which is the heart of the Downtown Development District Plan for the next five years, we wrote the plan around that. They identified activity centers. You have the State Complex, Delaware State University, Bayhealth, and the Air Base. They identified these different activity centers and a lot of the plan was how do you tie together those activity centers and transportation is part of that. They didn't get great detail on transportation in the *Capital City 2030 Plan* but coming out that, the Downtown Dover Partnership and the Dover/Kent MPO put together a consultant and put together the "Pathways Plan" that really looked at how when you look at these activity centers and these activity nodes, how do you connect them through multi-modal whether it's

transit, scooters, micro-mobility, bikes, or improving sidewalks. That plan was finalized at the end of last year. The other component of that is that they added on a streetscape for Loockerman Street because she thinks everybody knows that sometime next year, everything is going to be dug up to improve the water/sewer, stormwater, and everything underground. Then, when they build back what they want, they took that opportunity and developed a streetscape that would activate the sidewalks to make wider sidewalks in some areas. Yes, it's definitely part of the equation and it has gotten some definite planning around it. She thinks that our transit system here is more of a regional transit, not a local transit and that is a challenge. But if we can continue to improve the opportunity for people to get around on bike or on foot, she thinks that will definitely help some. One of her colleague's, his son just moved to Philly and he gets around by electric scooter. It takes less time than driving and it's easier than walking because it's also less time. So, places are doing it. Obviously, we are not Philly but right now she doesn't think that you could really take a scooter on a lot of our sidewalks.

Dr. Jones stated that not only that, but we would have to take a look at our demographics. Those people moving in are not riding bikes. Responding to Dr. Jones, Mrs. Townshend stated that what is interesting is that you talk about bikes, when she was in Lewes, one of their residents who was a very involved Dover resident and now is a very involved Lewes resident who is in his 80's. She would see him out on his e-bike. E-bikes have made cycling more accessible regardless of age. So, it's changing but we still need to be careful.

Presentation by Delaware Office of State Planning Coordination (OSPC)

Visit <https://stateplanning.delaware.gov/>

Representatives: Mr. David Edgehill, Delaware Office of State Planning Coordination; Mr. Josh Thomas, Delaware Office of State Planning Coordination

Mrs. Melson-Williams stated that this presentation is by the Delaware Office of State Planning Coordination. We have Mr. David Edgehill and Mr. Josh Thomas who have a variety of things to share with us tonight.

Mr. Edgehill stated that he is the Director of the Delaware Office of State Planning Coordination and he is also a Dover resident. He lives right across the street from Mrs. Denney. We have been neighbors since 1997. It is great living in Dover and being here with you tonight. With him tonight is Mr. Josh Thomas. He has a presentation for you tonight. He is going to tell you all about our office and what we do and how we interact with our local governments including City of Dover. You already know about the Downtown Development Districts and he just wanted to follow up with Mr. Lewis. He actually found some information about how Dover is doing compared to the rest. Mr. Thomas is going to tell you a little more about the program, although he thinks we know an awful lot about Downtown Development District now so we can maybe skip through that. He mentioned Wilmington which is kind of a different category. In terms of total updated figures as of the end of 2024, total private investment in Dover is up to \$18.8 million with \$2.1 million of State Rebate associated with that. That puts Dover in terms of total investments, fourth among the twelve (12) districts. The others are Wilmington, Milford, and Seaford but Dover is actually the third highest in the number of the five large projects. Dover is doing great, holding your on and making great prides with that program with much more to go.

Our office has a very small staff, a really dedicated team that does a lot of things together but we do specialize and are organized around three circuit rider planners. We have one Principal Planner assigned to each County. Mr. Thomas is the Principal Planner assigned to Kent County; so, he is the person who works closely with Dover.

Mr. Thomas stated that they really just wanted to give you an overview of our Office and kind of our roles and responsibilities and how we work with the City of Dover Staff and some of the ways we engage with the City currently and some of the things we can do going forward. Also, we'll just touch on a few of the current things that we are working on. As you can see on the screen, our Mission Statement and a lot of times in planning you talk about the three C's. It is right in our name; the biggest thing is coordination for us and they are trying to bring the different levels of government together to make really smart and efficient land use decisions. The first thing that he really wants to touch on is new for 2025; we just launched our email newsletter. We are really excited about this and we have actually only had one. We anticipate our second one going out tomorrow so you have an opportunity to be an earlier subscriber. If you want to be in the know about things we are working on, give us your email address before we leave and we will make sure you hopefully get the email tomorrow morning. The pdf that we provided to Staff does have some links in there. Obviously, if you don't do it immediately, we can still get you connected. That newsletter is going to have helpful information about things that are happening and he is going to touch on some of those a little later in the presentation. Starting at the high level, one of the most common ways that we interact with our local government partners is through the comprehensive planning process. You see a couple examples on the screen. Dover is in the middle. It is hard to believe that we are at the five year mark already; we are at the halfway point. We was actually talking to Staff recently about the fact that we are at the five-year review time. It is very encouraging to see that the next item on the agenda is looking at the *Comprehensive Plan*. We work with Dover and all of the other local governments during the drafting process to provide guidance during that process and then of course to take it through the administrative approval process, ultimately leading to the certification. Really, once we get the *Comprehensive Plan* certified, we really try to provide some technical assistance and work with local governments to implement the plan. One of the ways that we have done that successfully is through master planning efforts throughout the years. We are here to provide technical assistance to local governments in any ways that we need to implement the plan. One of the other ways that we will interface directly with local governments a lot is through the Preliminary Land Use Service (PLUS). Some of you may be familiar with the process, but we are going to go through what PLUS is and what it's not. Applicants who are working on projects come through PLUS but also local governments do come through PLUS as well when there is an amendment to a plan or something like that. That is another way that we work with Dover or other local governments. For what PLUS is and what it's not; it is a review of major projects. It is a State level review of major land use proposals. We are coordinating with State agencies and property owners or developers about important things about the project before the local land use and approval process. We try to use that to look for alignment with the Strategies for State Policies and Spending which is another thing that he is going to talk about. It can provide some high level information about permitting requirements for State agencies that applicants may not have known about. Really, it is trying to provide some early information to hopefully help applicants navigate the process in a smoother fashion. It is important to note that it is not an approval or denial process for project. It does not replace the local land use decision making

process and it is not a permitting application. It is just important to lay that out, especially for members of the public who may be listening as well. Why do applications have to go through PLUS and which ones? Previously, he mentioned that it exists to encourage that alignment between different levels of government and also it is required in *Delaware Code* for certain projects, mainly because of the benefits that it provides in that early coordination across the agencies. There is a base set of criteria in State Code, but a majority of our local governments actually do have separate arrangements with our office that changes the criteria just a little bit. You can see on the screen that Dover does have a Memorandum of Understanding with our office and that provides the criteria in terms of what types of projects have to go through the PLUS process. You are seeing residential projects that have 125 or more dwelling units come through PLUS. The base number in State Code is actually 50 units. You can see that when we have local government partners who are very familiar with the planning process and PLUS and the types of things that might be brought to light in PLUS, we can sometimes raise those thresholds. For non-residential projects, you are looking at 75,000 SF or greater. It is also important to note that one of the other requirements for PLUS is for any type of Rezoning or *Comprehensive Plan* Amendment. There are times when you have to amend your *Comprehensive Plan* and that may require a PLUS review but there also may be times when there is a Rezoning or a change to a property that is inconsistent with the Plan and that will kind of force an amendment to happen. So that is another way that we would have to go through the PLUS process. The next slide shows some real brief stats from PLUS so that you can kind of get a sense of the number of applications and it shows by type. Last fiscal year, they had a total of 97 PLUS applications. This gives you a sense of the number of land use reviews going on around the State. It is not a huge number but those are the larger projects. The graph on the slide gives you a breakdown. You can see that the majority of them were Subdivision Plans or Site Plans. But as he mentioned, there were 13 different *Comprehensive Plan* amendments. Our website has a wealth of information that hopefully you can get in there and navigate around. The PLUS process does have a Dashboard if you ever want to see a map based interface showing current projects or previous projects, check out the Dashboard and explore that. You can link to all the applications, plans, and comment letters. The PLUS stats kind of hinted at this, but every year the Cabinet Committee on State Planning Issues works with our office to prepare an Annual Report on State Planning Issues. That is an advisory document to the Governor's Office and the General Assembly. There is a link in the pdf but also he just wanted to show you some brief screen shots and kind of promote this Report as a resource for you. We do publish that every October so we will be working on the 2025 Report very soon. That Report always starts with development trends. We are very grateful that City of Dover annually provides our office with the Building Permit stats and development application stats that they can then use to compile with all of the other local governments around the State to produce some summary information about how we are growing. This is really kind of a plug for the Report. You can see how we try to break it down by looking at five year timeframes, looking at where the development is happening and at what State strategy levels. The next slide shows a screenshot of our Development Trends Dashboard. This is another resource on our website and this is a way more interactive version of what he just showed you. The Annual Report will give you those high-level stats but then the Dashboard allows you to go in and look at individual applications on a map. You get a sense of the distribution of the development and you can see how we are growing. You can look at Building Permits, Development Applications, and you are also looking at PLUS Applications. This is a really helpful resource that we encourage you to use when you

want to get some of that information about our development trends. We also work with local governments on Municipal Annexations. That is primarily through the Plan of Services Process. When a local government has a proposal for Annexation, the local government works with our office to submit a Plan of Services approval request, potentially documenting that the local government has worked with the property owners and all of the providers of infrastructure and services to document that that property can be served by town resources. Once that Plan of Services Application is approved by our office, then the local government can proceed with Annexation process. The Annual Report just gives you some quick numbers. Last year, they had 29 Plan of Services Applications for roughly 1,000 acres 21 of those actually did get adopted so that meant that 644 acres have been formally annexed. Of course that number does fluctuate. We also try to coordinate a wealth of demographic information. We do have the Census State Data Center responsibilities in our Office; so we do provide coordination with the Delaware Population Consortium and also the Census data and our website has a lot of that information as well. The last presentation by Mrs. Townshend and Mr. Salzano did a great job of talking about DDD's so we don't need to spend a lot of time on it. We practically covered everything but the only thing that he will say is just a reminder that really the Office of State Planning is your partner when it comes to administering the designation process. We were very proud that Dover was the first District to get approved by the State for renewal. Rossi Group and City Staff were fantastic to work with on that process. So, that is our role in the process but then we also have the State Housing Authority who is administering the rebate program and working through those details. One of the other roles that we have is GIS coordination. Essentially, that is our Geographic Information Systems data and our office has a GIS Coordinator named Jason Vogl; and he participates with stakeholders and public throughout the State and a lot of local government Staff members to essentially make sure that all of the data that you need to make decisions on land use and planning and administrative decisions is available. A lot of that comes through the First Map Portal. That is just a fancy name for the platform that kind of serves all of the data.

Last but not least, he wants to spend a little time talking about the Strategies for State Policies and Spending. As he mentioned, he tried to give an overview as a refresher about the roles of our office and what we provide the local governments, but this topic here is a little more timely because we are working on the five-year update of this policy document. So, he just wants to spend a lot time going through State Strategies and he is talking about where we are in the current update process. We started off the presentation talking about how important coordination is and really the purpose of the Strategies for State Policy and Spending; we commonly shorten that to State Strategies. The purpose is to coordinate the land use decisions that happen at the local government level with the provision of infrastructure services at the State level. As you probably know, there are not that many states where the State government provides the bulk of the infrastructure and services. So, we need to coordinate that because if we do not coordinate them, then we have land use policies that could cause wasteful spending on infrastructure, lack of coordination where we are really not developing efficiently and we could be doing better. If we don't have that coordination between infrastructure and local decisions, then programs like the DDD that we just talked about and all of the benefits of those programs will not be as successful. This slide shows the *Delaware Code* requirement. You can see the highlighted portions of text that talk about this as the State's primary policy guide. The point is to support the most efficient use of State resources. We have to update it every five years. On the screen, you

have a snapshot of the current Strategies and then he is going to go through briefly and talk about the different levels before we get into the update. He just wants to remind everyone that even though we are working on the 2025 Strategies, until that is officially adopted and implemented through an executive board by Governor Meyer's Office, the 2020 Strategies are still in effect and that is important to note. The map from 2020 Strategies is shown on the screen but it just provides an overview and a little zoom into Kent County. Take a mental snapshot of the colors and how they interact with the way you know the State looks in terms of its distribution along Route 1 and Route 13. The five different levels are Levels 1-4 and Out of Play and are represented on that map in a series of colors. What we are doing this year is we've produced what they are calling "level profiles" and we are going to have versions of this information in the document like you are seeing on the slide. It tries to break it down as simple as possible of what the land uses look like in the different investment levels. Level 1 that is where we are right now. It's your urban centers, your downtowns, and your municipalities. You have a wide range of uses. As we talked about with DDD, you are trying to encourage a lot of infill and redevelopment and downtown revitalization so that should be very familiar to what Level 1 looks like. Level 2 areas are the areas that are going to surround your downtowns. That is your suburban areas. They are pretty close to your city centers and your urban centers. They are rapidly growing. You are going to have a broader mix of housing and commercial options; but probably something more of the corridor style of development. But it is important to note that you are still going to have access to a lot of the infrastructure and services that you need. The policy focus at this level is where the State and local governments still want to invest in growth and make those infrastructure investments. Level 3 is where you are going to start going out, if you can imagine kind of a concentric ring mindset. This is where you start to get out beyond the growth areas but these growth areas are still part of certified comprehensive plans; they just might be a little out further in the future. You are going to have some environmentally sections of land, you are going to have some agricultural lands and you are going to have more of a leap frog development style where you have some growth happening but you still have a lot of open space. Really the infrastructure investments there might not be the highest priority. They are in the long term growth plans but money could probably be better spent elsewhere. Level 4 is where you are really going to see your primary focus being on natural lands and agricultural lands. This is mostly your unincorporated areas. You are going to have small developments or disconnected homes along rural routes. The policy focus here is on preservation, open space, really limiting development, and keeping that growth for agricultural and environmental uses. Out of Play Lands are a little bit easier to think about because they are legally protected lands for conservation or preservation; so it's just not available for development. That is essentially your parks, your wildlife refuges, any agriculture land or forest land that has been protected. When we do the mapping exercise, those just get subtracted out on the map. They are going to show up in a gray color. By all means, this is all available and is going to be available throughout the State Strategies development process, so he doesn't want you to think that you have to absorb all of that today. This is just an overview, but as we go through this process and you will have opportunities to comment as the City of Dover. We really want to encourage you to go in and read more about how Dover's investments levels interact with the surrounding areas. Just some important considerations is that the maps are not parcel based and that's really important to remember. It is a data driven process and the resulting maps are not confined or clipped into individual plots of land. You might have a large piece of ag land that could have three different levels on it depending on what type of environmental features are there, like streams or wetlands.

It is also important to note that there may be circumstances where the State and local governments sometimes have to make investments in Level 3 and Level 4 areas for health, safety, and welfare reasons. One easy example is that DelDOT may have to make infrastructure improvements if there is a dangerous intersection even though it may not be in the priority area for investments.

He is going to end today with talking about the 2025 Update. As he mentioned, they are required to do it every five years. The reason being is that we talked about *Comprehensive Plans*. For any plans that have been certified since the last five-year cycle, we need to incorporate their Comp Plans, all of their data into the Strategies Update. We also might have changes in State agency data and there may be new data layers that were not available to us last time. We have to kind of work and recompile all of that information to produce new maps every five years. This year, the State had a process known as the Data Analysis Work Group. They did that so hopefully you were able to attend or at least find those resources. But essentially, that was a coordination process they did throughout the State just to provide more insight on the data that goes into these maps. The next screen shows the timeline. Governor Meyer's Cabinet Committee on State Planning Issues approved this update timeline last month and this is essentially going to take us through December which is when we will hopefully have our Executive Order to adopt the Strategies. Where we are now is that this month we are releasing what we call the Data Story Map. That allows anybody who is interested to go in and look at all of the different data layers that comprise the Strategies. You can look at what kind of information feeds into the model and you can see how the data in the Dover area is feeding into the Strategies Maps. We released that story map and he is going to talk more about it on the next slide but you can see here that really the next two months are critical. Next month, we will be working on the draft maps and the actual Strategies document of which the Cabinet Committee would essentially review that before it goes out to the public at their August meeting. The Cabinet meeting is on August 11th but the hope there is that the Cabinet Committee would approve the release of the Strategies Maps at that time and then we would open a public comment period. Then we start working towards some public workshops in the early fall. That just gives you an idea of where we are going to be over the next couple of months and how the City of Dover will have an opportunity to participate in the process. There is a public workshop coming up in ten days which will really go through some of that story map that he just mentioned; so if any of that seems a little murky, we encourage you to tune in. We are going to have it at DelDOT in their big conference room but there is going to be a hybrid style so you can attend virtually. That will allow our audience to see the different layers that he described that make up the story map and give a tutorial of how to use it. Then you can provide us any comments after you have a chance to go interact with the website. He definitely encourages everyone to attend that and hopefully they can get these slides to you. This should also be going out in the newsletter tomorrow; so, hopefully we can get everyone signed up for that as well. We are anticipating that the survey on the website would close on July 10, 2025.

Mr. Roach thanked them for the information. You have given us a lot but it is definitely informative and he appreciates all of your hard work and diligence. Responding to Mr. Roach, Mr. Thomas stated that means that they did their job right. They wanted to give you an overview and remind you of the things that we offer. Reach out to us with any questions at all and as Mr. Edgehill mentioned, he is the Kent County representative so we can help you work

through anything that we need to work through.

Mrs. Maucher asked who was on the Cabinet Committee. Is it other State agencies that are on it? Responding to Mrs. Maucher, Mr. Thomas stated that it is DelDOT, DNREC, Housing, Division of Small Business, Secretary of State, Department of Agriculture, and it is chaired by the Governor's Office. The membership is actually in the State Code and it spells out the offices that participate. It's not all State agencies but any of the agencies that have some type of role in the way the built environment is developed and land use. Cabinet Committee meetings are open to the public. So, if you ever want to find out what is talked about, you can certainly tune in. We usually try to keep them to an hour or hour and a half.

Mr. Reaves stated it was a great presentation and thank you for the information. He would like to be added to the newsletter.

Mr. Witham stated that when he graduated from high school and went to the University of Delaware for undergraduate school, he worked his summers with the State Planning Office. One of the jobs that himself and another gentleman who was also going to college, was to drive around in a car and count houses. Does that ring a bell? Responding to Mr. Witham, Mr. Thomas stated that they don't do that anymore.

Mr. Edgehill stated that they have the GIS data and the maps and the pictures that we can figure that out with.

Mrs. Melson-Williams stated that we did get their presentation as a pdf this afternoon and they will push that out to you so that you can have all of the great links. If there is no objection, we will also provide the State Planning Office with everyone's emails so that everyone can join their newsletter. You have probably heard us talk about PLUS. If there is an application that went through PLUS Review, we try to put that in your Development Advisory Committee review process report so some of that should have been vaguely familiar to you.

Progress on Implementation of 2019 Comprehensive Plan

Mrs. Melson-Williams stated that they are kind of at the five year timeframe where there is actually a statement in *Delaware Code* that says that we should be reviewing our *Comprehensive Plan* to see if there is any items that need to be updated or if there has been substantial changes in an area. Tonight is a baby step in that direction. We have our consultation working on the annual report piece of the *Comprehensive Plan*. There are a couple of strategies that we have taken this year that she thinks will help us in the long run. Our *2019 Comprehensive Plan* was actually adopted by City Council in January 2020. Through all of our process, it was the 2019 Plan. As part of that *Comprehensive Plan*, there have been a number of things that we have done over the years. A couple of the things that she included in the packet is Table 1-2 which was the Chapter goals. If you remember with the *Comprehensive Plan*, there are a series of topic chapters in the document and each of those ends with a series of goals and then a series of recommendations with some action items associated with those. This is not just for the Planning Office to implement; it is for the City and its many departments and City Council to implement as we go about doing the work of the City. She included that but didn't really anticipate any

kind of discussion about goals. These are fairly broad and if you have a project, you can probably work it into one of these goals anyway. What she also included in the packet is Chapter 15. Chapter 15 is the Implementation Plan for the *Comprehensive Plan*. It talks about what we should be doing from the adoption process for the *Comprehensive Plan* through the timeframe for the next one that we will have to do. The *Comprehensive Plan* for the City of Dover was done in-house by Staff which is probably a little different than the images that you saw in the State Planning's presentation where some of the other have made use of consultants. This was done by Planning Staff. They had a full contingent of Staff at the time and we all kind of each tackled a chapter. The document itself is a series of chapters and then of course a series of maps. Immediate actions with a *Comprehensive Plan* is adoption and she mentioned that formally happened and was officially certified. That dated to that transition in late 2019 and then City Council did its final adoption in January 2020. The next step with a *Comprehensive Plan* is that your Zoning Map needs to match your *Comprehensive Plan*. So, the *Comprehensive Plan* has a Land Development Plan Map which is the vision for where you want certain land uses to happen in the City; that is Map 12-1. What we did in 2021 was actually do that comparison of our Zoning Map versus that Land Development Plan Map. What that identified was a process that we went through and this body was involved in; it was the Comprehensive Rezoning 2021 Project. With that, there were about 160 parcels in the City that were rezoned at that time. There was also a series of amendments done to Map 12-1 as we delved into greater detail or in some cases, the zoning was changed to something that they needed to match up the land use category with. That process was completed in 2021. The rest of Chapter 15 goes through and breaks it up into activities that are just generally ongoing in the various topic areas. Then it tries to put the projects and studies into some form of implementation. This is where in what we are having our consultant work on this year is really developing a spreadsheet to see how we are doing with this various items; because they are not all planning. Certainly our Planning Office has had our hands in a number of these things but we haven't gotten to everything of course. There is a number of studies that weren't even on this list that have happened. We want to do a check-in as to where we are. Her initial thought of *Comprehensive Plan* and having to do the five year review, it seems daunting but she is not sure that there is really much in our Plan that is that far off where we need to go back into it. She thinks that they did pretty well. They still have annexation areas; they have picked of a few things here and there. Most of our anticipated development especially here in the Downtown was envisioned for mixed use and we are starting to see that strategy come into play with projects. Certainly, our zoning is set up in some instances for that. We have done over the years a number of Ordinance changes. We have done a number of things to update parts of our *Zoning Ordinance*. Are there more to do? Yes, but she doesn't know that they are that far off from what they had identified in the *Comprehensive Plan*. This Chapter 15 also talks about how you do *Comprehensive Plan* Amendments. We have actually had three rounds of Amendments over the years since we adopted this Plan where individual property owners came forward seeking a change to the Map. Some of them were successful in getting the Land Development Map changed; others were not. We had one of those that was not successful just last year. This was to push this back in front of you. If you have particular questions or after hearing the State's presentation on what they do and knowing what we do here in the Planning Office, if there is any questions that you have or a direction that you think we should be moving to now that we are starting to have Staff onboard again. We may be able to get into some of this long range planning efforts. She knows that they have identified a number of things specifically related to the Active Recreation Area requirements and housing which they think is going to be

something that we are going to have to go into. Some of it may be dictated by the State when it comes to affordable housing and accessory dwelling units. We will see how the legislature plays out on that. At this point, she would be happy to take any questions or concerns that you may have about the *Comprehensive Plan* and how it's been going the last five-ish years.

Mr. Witham asked what the next step was in the process for the Planning Commission. Responding to Mr. Witham, Mrs. Melson-Williams stated that there is not real detail about how you go about doing the renewal or the five year review even in the State Code process. At this point, she wanted to refresh your mind about this. They have a deadline coming up in July where we have to submit our Annual Report to the State Planning Office. She would like to bring that back to the Commission after they submit it but that is going to give us a sense of where we are on some of this. Certainly, if you think over your time here on the Commission, especially over the last year, if there have been things that didn't seem to quite fit right or topic areas that we may need to look at more closely, she would like to hear those. She thinks this is going to be a little bit of a work in progress as to what a five year review for the City of Dover is going to be.

Mrs. Denney asked if they will have workshops or is that typically just done in-house with the Planning Office. Responding to Mrs. Denney, Mrs. Melson-Williams stated that there was one five year review that was really almost like rewriting the *Comprehensive Plan* a number of years ago. She doesn't see that for this time around. We have not really talked about how that review transpires. It could be as simple as a discussion at a couple of Planning Commission meetings that are public meetings but we haven't gotten that far.

Mr. Reaves stated that he is just trying to understand how they may be able to facilitate this. When we have a project that is affecting a common interest in the community, is it possible that we can have the notice to go out to more than just a residential property that is within 250 feet of the project? Sometimes projects affect the entire community and not just one home in the community. That may be a little bit off topic but if we can try to understand how to incorporate something like that. Responding to Mr. Reaves, Mrs. Melson-Williams stated that the public notice requirement for applications that must appear before this body, our Historic District Commission and the Board of Adjustment Committee by Code, have that 200 feet distance and then direct mailing. The other ways of public notice are the legal ads in the public newspaper and then for both the Planning Commission and the Historic District Commission, the physical posting of the property which is the bright yellow sign. That was added to our Code a number of years ago to cover that broader community because you are always going to be just a foot away from somebody else in doing a mailed notice. If it is something of concern, it would be something that Staff would look at. She knows in the past, there have been ideas of making it bigger than 200 feet. That is fairly consistent in most jurisdictions. The problem is that 200 feet in some areas gets you to a list that is very short but in other areas like Downtown, you could have ones that have over 50-100 properties within that distance. It is somewhat of a balancing act when it comes to that public notice. They can certainly note that as anything process-wise that they may need to look into to see what our options are.

These were all information presentations to the Commission. Your agenda does include an opportunity for Planning Commissioner comments if there is anyone who had additional

comments, questions, or concerns.

Mrs. Denney stated that she thought this was a great workshop, especially the stuff from the State Planning Office. It was very informative. She has a position both with the City and also with the County and she often refers to what the Office of State Planning thinks. She thinks it is very helpful.

Dr. Jones stated that she would like to thank Mrs. Melson-Williams and the State Planning Office because she too has probably mentioned the workshops in the past and the lunch hour workshops that we used to have. This has been very informative.

Mr. Witham stated thank you to all of the presenters tonight. It is important for us to hear these reports. It helps us in terms of performing our public duty and it is certainly very informative for the public. He thanks the Planning Commission for their hard work in making this possible for us.

Meeting adjourned at 8:56 PM.

Sincerely,

**Kristen Mullaney
Secretary**

City of  Dover

July 3, 2025

Dear Lakeside Resident and/or Property Owner:

This letter is to inform you that the City of Dover plans to open the valve on the Silver Lake Dam beginning **Monday, October 6, 2025, through Friday, October 17, 2025.** As a result of the valve opening, the water level of Silver Lake may be visibly lower. The City of Dover periodically opens the valve in an effort to allow surrounding property owners the opportunity to remove litter from the lake bank and make any approved necessary repairs along the shoreline.

If you do want to perform the necessary repairs and maintenance on docks or structures that are normally at or near the waterline, you may need a permit from the Delaware Department of Natural Resources and Environmental Control's (DNREC) Wetlands and Waterways Section please call 302-739-9943 or visit: <https://dnrec.delaware.gov/water/wetlands/> for review of the permitting requirements. Permit application approval time varies depending on the type of permit and it is recommended to initiate this process as soon as possible in order to receive the permit while lake levels are down. Structural improvements to docks and other structures may also require City of Dover building permits. For information on work that requires a building permit, please contact the Licensing and Permitting Division of the City of Dover at 302-736-7010.

Please bear in mind that the water level in the lake is weather dependant. Rainfall amounts will be a factor in how low the water level reaches and the amount of time the valve will be left open. If a concern about the fish and wildlife population arises, then this may also affect the amount of time the valve is left open. Furthermore, the City of Dover is not liable for any contracts, costs, or repair work that you may incur as part of this endeavor.

Please review the enclosed insert that will answer some of your questions about this effort. If you have any other questions or concerns, please contact Carolyn Courtney at 302-736-7050 or by email at ccourtney@dover.de.us.

Cordially,



Roger Ridgeway,
Director Parks & Recreation
City of Dover

Cc: Silver Lake Commission
Parks & Recreation Community Enhancement Committee
Dave Hugg, City Manager
Sharon Duca, Asst. City Manager
Thomas A Johnson, Chief of Police
Dawn Melson-Willaims, Principal Planner
Mark Nowak, Public Works Director
Andrew Howard, Watershed Stewardship Div., DNREC

RR/cdc

enclosure

IMPORTANT THINGS TO KNOW!

Silver Lake adds to Dover's historical and natural charm. As property owners near this local treasure, knowing and understanding the rules that govern the lake will ensure everyone's safety and the lake's continued protection!

WHAT CAN I DO TO MY PROPERTY/DOCK WHILE THE DAM VALVE IS OPEN?

- **IF YOU WANT TO REPAIR OR CHANGE YOUR DOCK AND/OR SHORELINE STABILIZATION:**
First, if you want to make any repairs or changes to any docks, shoreline stabilization structures, or any other structures that are usually below or near the regular water level line, then you will need to obtain a permit from the Delaware Department of Natural Resources and Environmental Control's Wetlands and Waterways Section **before** any work is initiated. To contact DNREC's Wetlands and Waterways Section please call 302-739-9943 or visit:
<https://dnrec.delaware.gov/water/wetlands/>
- **IF YOU WANT TO REMOVE DEAD OR FALLEN TREES:**
You will also want to speak with someone from DNREC's Wetlands and Waterways Section if you would like to remove any fallen trees or tree limbs that are on or near the shoreline. To contact DNREC's Wetlands and Waterways Section please call 302-739-9943 or visit
<https://dnrec.delaware.gov/water/wetlands/>
- **IF YOU WANT TO REMOVE WEEDS OR OTHER GRASSES:**
Make sure what you are removing is actually a weed!! Some native plants and grasses may look "weedy" but are actually beneficial to the lake and local wildlife. Having native grasses and plants on your property will actually help you keep the REAL weeds off your property.
- **IF YOU WANT TO REMOVE LITTER AND TRASH:**
Please feel free to remove any litter, trash, garbage, or any other refuse that has no business being in a lake! Examples are: glass bottles, anything made of plastic (such as bags and bottles), paper litter, and old tires. Just make sure to properly dispose or recycle the refuse.



WHY DO I NEED A PERMIT TO REPAIR OR REMOVE SOMETHING THAT IS ON MY PROPERTY?

The State of Delaware protects certain areas that are critical natural resources and habitats, such as rivers, lakes, and wetlands; Silver Lake is one of those protected places. The Lake is a place where many wildlife species (such as birds, fish, reptiles, and amphibians) can nest and feed. Therefore, any changes in Silver Lake can cause disturbances to wildlife habitats and water quality. For example, that old rotting tree that fell over 5 years ago may be home to fish and provide your property with erosion protection!

The DNREC Wetlands and Waterways Section authorizes activities in Delaware's tidal wetlands, bays, rivers, streams, lakes, ponds and other waterways. Types of activities that could require permits include constructing, repairing, or changing docks and/or placing objects in or near the water to stabilize the shoreline. Please contact the Wetlands and Waterways Section before you perform any modifications to your property.

STILL HAVE QUESTIONS?

Contact Andy Howard, Division of Watershed Stewardship at 302-739-9939 or by email at Andrew.Howard@delaware.gov.



City of  Dover

July 3, 2025

Dear Silver Lake Licensed Boater:

Beginning **Monday, October 6, 2025, through Friday, October 17, 2025**, the City of Dover plans to open the valve on the Silver Lake Dam. As a result of the valve opening, the water level of Silver Lake may visibly be lower. The City of Dover periodically opens the valve in an effort to allow surrounding property owners the opportunity to remove litter from the lake bank and make any approved necessary repairs along the shoreline. The last time the valve was opened for this reason was in October of 2024.

During this time period and until the water level of the lake returns to its normal level, boaters should use extreme caution on the lake, and all boating on the lake will be at the risk of each boater. Also, if your boat is docked on Silver Lake, then you may want to make other arrangements for storage.

The City of Dover is not responsible for any damage to boats using the lake or boats docked on Silver Lake during this time period.

The valve will only be open until October 17, 2025, to ensure that the fish population of the lake will not be disturbed. During this time water levels will be closely monitored.

We apologize for any inconvenience that this may cause, but the end result will be a cleaner and safer lake to enjoy.

If you should need more information or have questions or concerns, please contact Carolyn Courtney of the City of Dover Parks & Recreation Department by calling (302) 736-7050 or email at ccourtney@dover.de.us.

Cordially,



Roger Ridgeway,
Director, City of Dover
Parks & Recreation Department

Cc: Silver Lake Commission
Parks & Recreation Community Enhancement Committee
Dave Hugg, City Manager
Sharon Duca, Asst City Manager
Thomas A. Johnson, Chief of Police
Mark Nowak, Public Works Director
Dawn Melson-Wilson, Principal Planner
Andy Howard, Watershed Div. DNREC

***P.O. Box 475, Dover DE 19903-0475
Communitu Excellence Through Quality Service***



DATA SHEET FOR SITE DEVELOPMENT PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF July 9, 2025

PLANNING COMMISSION MEETING of July 21, 2025

Plan Title: Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane, S-25-10

Associated Plan: Flex Use Facilities Commercial Warehouse (Business Park), S-24-13

Plan Type: Site Development Plan

Location: North side of Lafferty Lane approximately one quarter mile west of Horsepond Road

Address: 350 Lafferty Lane

Tax Parcel: ED-05-077.16-02-05.00-000

Owner: Dover Industrial, LLC.

Site Area:

Phase 1	11.1 +/- acres
Phase 2	8.65 +/- acres
Total	~19.74 acres +/-

Zoning: M (Manufacturing Zone)
 AEOZ (Airport Environs Overlay Zone): Accident Potential Zones I & II
 Noise Zone A (Area of 225 SF)

Current Use: Phase 1: Flex Warehouse Building under construction and Vacant Land (Agricultural Land and Woodland)

Proposed Use: Flex Warehouses (total of 232,000 SF)

Phase 1	Building A: 54,000 SF
Phase 2	Building B: 45,000 SF
	Building C: 133,000 SF

Parking: Overall Required: 290 Overall Proposed: 290
 Phase 1 Under Construction: 93 parking spaces
 Phase 2 Proposed: 197 parking spaces

Water and Sewer: City of Dover

For Consideration: Performance Standards Review Application
 Tree Mitigation Plan

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: July 9, 2025

APPLICATION: Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane

FILE #: S-25-10

REVIEWING AGENCY: City of Dover Planning Office

CONTACT PERSON: Dawn Melson-Williams, AICP

PHONE #: 302.736.7196

I. PLAN SUMMARY

This is a Site Development Plan for the Phase 2 construction of Dover Industrial with two Warehouse Buildings: Building B of 45,000 SF and Building C of 133,000 SF (totalizing 178,00 SF for Phase 2 with Site Improvements. Phase 1 of the project consists of Multi-Tenant Flex Warehouse Building A of 54,00 SF. The property is zoned M (Manufacturing Zone) and is subject to the AEOZ (Airport Environs Overlay Zone): Accident Potential Zones I & II. The property consists of 19.74 acres. The property is located on the north side of Lafferty Lane approximately one quarter mile west of Horsepond Road. The owner of record is Dover Industrial, LLC. Property Address: 350 Lafferty Lane. Tax Parcel Number: ED-05-077.16-02-05.00-000. Council District 2.

Preliminary Land Use Services Review (PLUS)

An application (PLUS Review #2024-08-0) related to this project was reviewed by the State's Preliminary Land Use Services, as required by the City of Dover's Memorandum of Understanding (MOU). It was reviewed by the State at the meeting on August 28, 2024. This MOU requires that non-residential developments of over 75,000 square feet complete the PLUS Review process prior to application submission. The PLUS Review comments were issued in 2024; the applicant must provide a copy of the written response.

II. PROJECT DESCRIPTION

The Site Development Plan proposes the construction of two Warehouse Buildings: Building B of 45,000 SF and Building C of 133,000 SF (totalizing 178,00 SF for Phase 2 with Site Improvements. Phase 1 of the project consists of Multi-Tenant Flex Warehouse Building A of 54,000 SF that was approved under Site Plan Application S-24-13 Flex Use Facilities Commercial Warehouse; see previous applications description.

The Phase 2 project area with two warehouses buildings located to the north of Phase 1 include a series of truck dock bays on one side of each building. A parking lot is proposed between Building B and Building C. The northern portion and northwest portion of the property include areas of woodlands with wetlands. And the eastern portion of the site focuses on stormwater management areas with the expansion of the existing stormwater pond. The site will be subject to a Performance Standards Review Application to ensure the proposed uses comply with Zoning Regulations.

Previous Applications:

In March 2022, the original tract of land property appeared before the Planning Commission for a Site Development Plan and Subdivision. The result was the 22.86-acre property divided into a 2.99 +/- parcel (Lot 2) and a 19.74 +/--acre parcel (Lot 1) that is the subject of this application. The smaller parcel was developed into a warehouse and distribution center for Frito Lay (Application S-22-02).

For the subject site at 350 Lafferty Lane, Phase 1 was considered with Site Development Plan S-24-13 Flex Use Facilities Commercial Warehouse (Business Park) at 350 Lafferty Lane. While Plan originally proposed the construction of a 54,000 SF Flex Warehouse, a 42,000 SF Flex Warehouse, and a 123,750 SF Flex Warehouse (a total of 219,750 SF) with site improvements in a Phased Development Plan, it was refined to just focus on Phase 1 for Building A of 54,000 SF. The Planning Commission granted conditional approval in September 2024 and Final Plan approval in Spring 2025. The site and building construction for Phase 1 has commenced.

Surrounding Land Uses

The surrounding properties are primarily in the M (Manufacturing Zone) except for two small properties to the immediate west that contain two houses in the R-10 (One Family Residence Zone). To the east is the Frito Lay Distribution Center at 300 Lafferty Lane and then the George & Lynch Administration Building and Contractors Yard. To the north is the right-of-way for State Route 1 and the Puncheon Run Connector on-ramp to State Route 1. To the west is other land owned by the State of Delaware which contains a stormwater management facility.

III. ZONING REVIEW

M (Manufacturing Zone)

This property is zoned as M (Manufacturing Zone) and is described in *Zoning Ordinance*, Article 3, Section 19. The M (Manufacturing Zone) Zoning District in the City of Dover permits the following: Manufacturing, assembling, converting, altering, finishing, cleaning, cooking, baking or any other type of manufacturing or industrial processing of any goods, materials, products, instruments, appliances and devices, provided that the fuel used shall be oil, gas or electricity; Research, design and development laboratories; Wholesale storage and warehousing, transshipment and distribution, logistics support; Building contractors' yards; Public utilities uses; Ministorage facilities, subject to regulations; Railroad yards, sidings, and storage facilities; and Marijuana cultivation facilities, marijuana manufacturing facilities, and marijuana testing facilities, subject to requirements outlined in Article 5, Section 24. – Marijuana Related Businesses. There are a number of Accessory uses and Conditional Uses in the M zone, which require approval by the Planning Commission.

Additionally in the M zone, there are uses that are specifically prohibited; see the code excerpt below.

Article 3 Section 19

19.2 *Uses prohibited.* The following uses are specifically prohibited:

19.21 Residences.

19.22 Manufacturing uses involving primary production of the following products from raw materials: asphalt, cement, charcoal, and fuel briquettes; chemicals: aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (manufactured and natural) of an explosive nature, potash, plastic materials and synthetic resins, pyroxylin, rayon yarn, and hydrochloric, nitric, phosphoric, picric, and sulphuric acids; coal, coke and tar

products, including gas manufacturing; explosives; fertilizers; gelatin, glue and size (animal); linoleum and oil cloth; matches; paint, varnishes and turpentine; rubber (natural and synthetic); soaps, including fat rendering; [and] starch.

- 19.23 The following processes: nitrating of cotton or other materials; milling or processing of flour, food, or grain; magnesium foundry; reduction, refining, smelting, and alloying of metal or metal ores; refining secondary aluminum; refining petroleum products, such as gasoline, kerosene, naphtha, [and] lubricating oil; distillation of wood or bones; [and] reduction and processing of wood pulp and fiber, including papermill operations.
- 19.24 Operations involving stock yards and slaughter houses, grain elevators, and slag piles.
- 19.25 Storage of explosives and bulk or wholesale storage of gasoline above the ground.
- 19.26 Dumps, except those owned and operated by the city.
- 19.27 Quarries, stone crushers, screening plants, and storage of quarry screenings, accessory to such uses.
- 19.28 Junkyards, automobile dismantling plants or storage of used parts of automobiles or other machines or vehicles or of dismantled or junked automobiles.

Bulk Standards for the M (Manufacturing Zone) are outlined in *Zoning Ordinance*, Article 4 Section 4.16. The maximum lot coverage for this zone is 85% and the height limit is 60 feet. The proposed impervious lot coverage for the total project is estimated at 56%.

Airport Environs Overlay Zone (AEOZ)

This property is also subject to the requirements of the Airport Environs Overlay Zone (AEOZ) as outlined in *Zoning Ordinance* Article 3 § 22. This property is within Accident Potential Zones I & II (APZ I and APZ II) of the AEOZ. The Accident Potential Zones I & II allows for most uses permitted within the M (Manufacturing Zone) zoning district and calls for an interior noise level reduction of thirty (30) decibels. APZ I & II also prohibit structures from exceeding sixty (60) feet in height. Additionally, items that could generate smoke or light (such as solar panels) are not allowed. The list of prohibited uses in the APZ are found in *Zoning Ordinance*, Article 3 Section 22.8:

Article 3 Section 22

22.8 *Prohibited uses.* In addition to uses prohibited by subsection 22.6, land use compatibility table, the following activities are prohibited within the CZ, APZ I and APZ II zones of the AEOZ, including, but not limited to:

- (a) Storage of explosives;
- (b) Hazardous or toxic materials/waste;
- (c) Aboveground transmission lines;
- (d) Uses that release into the air any substance which would impair visibility or otherwise interfere with the operation of aircraft (dust, smoke, etc.);
- (e) Uses that produce light emission, direct or indirect, which would interfere with pilot vision;
- (f) And uses that attract birds or water fowl, such as, but not limited to, landfills, wastewater treatment facilities, and associated settling ponds, artificial marshes, dredge spoil materials, sand and gravel dredging operations and open fish farming.

It is noted that the proposed development parcel has roughly 225 SF on the southeast corner within Noise Zone A (65dB-69dB) of the AEOZ. This area is shown to the side of the stormwater management area with no proposed buildings

As each specific tenant is identified, the use must be reviewed through a Permit Review process for compliance with the M Zone and the AEOZ. The proposed land use for each building (and tenants within each building) must comply with the permitted uses of the M (Manufacturing Zone) (*Zoning Ordinance* Article 3 § 19) and the Land Use Compatibility Table of the AEOZ (*Zoning Ordinance*, Article 3 § 22.6).

The Dover Air Force Base has provided additional information in their agency comments relating to FAA Bird Mitigation for properties in the flight path for the Air Base, population density suggestions in the APZ I & II zones, as well as submission to DelDOT for the State Office of Aeronautics requirements. Please see comments in the attachments from the Dover Air Force Base for details.

IV. PARKING SUMMARY

The parking requirement in the M zoning district is one space per 800 S.F. of floor area or one space per employee of the largest shift. The floor area of 232,000 S.F. for the total facility would require a minimum of 290 parking spaces. The plan shows two parking lot areas to serve all three buildings resulting in a total of 290 parking spaces including handicapped parking spaces.

Loading Berths

Article 6, Section 4.27 of the *Zoning Ordinance* states that for manufacturing, wholesale, or storage uses in the M zone, the project must provide sufficient off-street loading berths. Loading berth minimum size requirement is 12 feet by 60 feet. The plan shows an overall loading dock area on one side of each Building B and C but does not mark individual spaces. No interior walls are shown, but there is potential for separating tenant spaces. From Planning Staff review it appears the project provides enough loading spaces, but they may want to look at options for parking of trucks awaiting unloading opportunities or resting space.

Bicycle Parking

The site is required to provide bicycle parking. The bicycle parking calculation is one for every twenty parking spaces. Based on the number of parking spaces, fifteen (15) bicycle parking spaces are required. The Plan shows a bicycle rack at each building consisting of five spaces each.

V. BUILDING ARCHITECTURE

The Dover Industrial facility Buildings B and C are buildings with a tall one-story section as warehousing for multiple tenants. The representative architectural renderings show a low-pitched roof warehouse with front doors to tenant spaces as certain points of the front façade and with overhead garage doors on the rear of the building. The roof is also a metal system. The entry points include a vertical wall feature and storefront door and window systems with a canopy /awning element. The entry points on the architectural elevations do not seem to match the site plan. These building elevations appear similar to the Building A in Phase 1. The applicant has indicated that the architectural renderings are the general concept proposed for the construction of Buildings B and C.

The facility must comply with the maximum height limitations of the M and AEOZ zoning districts. For these zoning districts, the maximum height is limited to 60 feet. From the building elevation submitted, the example building is estimated to be 24 feet in height (based on the scale given on the drawing); this must be confirmed for each building.

VI. SITE CONSIDERATIONS

Access

The access to this property is through the adjacent property at 300 Lafferty Lane. Lafferty Lane is a state-maintained road. The DelDOT DAC Report Comments from S-22-02 noted planning for the opportunity to access the residual lot (350 Lafferty Lane) through the entrance at 300 Lafferty Lane. The development of this parcel which began with Phase 1 confirmed that the entrance as constructed is adequate to serve the build out of both parcels. The Entrance is the subject of DelDOT Entrance Permit KC-0004-25CN issued March 19, 2025.

Sidewalks

A sidewalk is proposed to be constructed along Lafferty Lane as part of Phase 1. In addition, sidewalks are shown connecting from the street frontage sidewalk into the site to Building A and for pedestrian access from parking areas to building entrances. Additionally, there are 5-foot sidewalks along the front side of each building and connections to each building through the landscaped parking islands between Building B and Building C. The sidewalk connection from Building A to Building B must be clarified.

Dumpsters

The new dumpster regulations adopted in 2024 for non-residential buildings require two (2) dumpsters per property. Two Dumpster units are planned for each building. The Plan show Dumpster enclosures for multiple units in several location: Dumpster (set of 4 units) at the west end of Buildings A and B and a set of two units to the north of Building C.

Lighting

The lighting internal to the site is shown with the placement of wall mounted units on all sides of each building to illuminate the parking lots and the loading areas.

Curbing

The *Zoning Ordinance*, Article 6 §3.6(b) requires upright curbing for all parking areas and access drives. The plan appears to only show minor curb breaks associated with catch basin placements. The City Planner finds this acceptable as they are related to drainage related to stormwater management.

VII. TREE PLANTING AND LANDSCAPE PLAN

Zoning Ordinance, Article 5 Section 16.5 outlines the woodland preservation requirements. Only a maximum of 50% of the existing woodland on the parcel may be cleared for development. The overall site includes 316,353 SF of woodland. For the project, a total of 156,789 SF of woodland is proposed for removal. A total of 159,564 SF of woodland will be preserved; this just complies with the woodland clearing limitation.

The tree planting requirement of the *Zoning Ordinance* is based on the development area with one (1) tree required per 3000 SF of development area. The Development Area is the remaining non-woodland area of the property consisting of 707,074 SF. A total of 234 trees are required. Some trees were planned to be planted with Phase 1 of the project; its Landscape Plan identified a planting of 33 trees. The Landscape Plan shows a concept for planting 27 trees in Phase 2 for a total of 60 trees on the property. The applicant is seeking the use of a Tree Mitigation Plan for the balance of the required trees; the property is deficient of 174 trees.

Tree Mitigation Plan

A Tree Mitigation Plan must be provided for consideration by the Planning Commission at a rate of 1 tree per 1 deficit tree as per Article 5, Section 16 of the *Zoning Ordinance*; see below. The Narrative Letter for the project submitted states they are seeking a waiver for the number of trees not provided on-site to work with the City of Dover for plantings of the remaining 174 trees; a formal agreement with the City is still pending.

Article 5 Section 16

16.9 *Tree mitigation.*

16.91 *Planning commission waiver.* The planning commission may waive the provisions of subsections 16.52, 16.53, and 16.62, and require replacement planting for mitigation purposes should the planning commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Dover. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of subsection 16.62, new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Dover table of trees.
- (b) If a waiver is sought from the provisions of subsection 16.52 and/or subsection 16.53, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the planning commission.
- (c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the planning commission. When considering off-site locations for tree mitigation, the commission shall consider:
 - 1) A physical hardship related to the land which would otherwise prohibit compliance on the subject site;
 - 2) Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quantity, or aesthetic qualities compared to strict compliance with the ordinance on-site.

Opaque Barrier Requirement

Zoning Ordinance, Article 5 Section 7 requires an opaque barrier between non-residential and residential uses. This situation occurs along a portion of the west property line within the Phase I area. The opaque barrier must consist of an opaque fence, wall, or berm (barrier component) and a landscaping component. In the southwest corner of the property, the Plan shows the location of the fence and a series of four tree plantings along the shared property line with the adjacent residential property. It appears to rely on existing vegetation. More information is needed to confirm the type of existing vegetation and if it satisfies the continuous evergreen planted screen or hedge with evergreen trees.

Wetland Areas/ Waterbodies

The *Zoning Ordinance*, Article 5 §11.22 prescribes provisions related to wetland areas. There are setback requirements from wetland areas that are over 0.25 acres in size. From these wetland areas, a 100-foot setback is required; however, this can be reduced to 50 feet with implementation of a Riparian Buffer or reduced to 30 feet with bank stabilization. The project site layout reduces the buffer to 30 feet and in these areas the existing vegetation appears to be

maintained. The augmentation of the Riparian Buffer and bank stabilization practice should be identified for the wetlands area along the west property line.

VIII. PERFORMANCE STANDARDS REVIEW

Uses in the M (Manufacturing Zone) are subject to the performance standards summarized in *Zoning Ordinance*, Article 5 §8.1 and as more specifically outlined in Article 5 §8.5.

Article 5 §8.1 Dangerous and objectionable elements. No land or building in any zone shall be used or occupied in any manner so as to cause any one or more of the following conditions to exist and to be dangerous, injurious, noxious or offensive beyond the boundaries of such premises in such a manner or in such amount as to adversely affect the reasonable use of the surrounding area or adjoining premises: Fire, explosive or other hazard; noise, or vibration; smoke, dust, odor or other form of air pollution; heat, cold, dampness or electromagnetic disturbance; glare, liquid or solid refuse or waste; traffic congestion causing roadways or intersections in the surrounding highway network to fall below acceptable levels of comfort and convenience; or other substance, condition or element (referred to hereinafter as "dangerous or objectionable elements"), provided that any use permitted or not expressly prohibited by this ordinance may be undertaken and maintained if it conforms to the regulations of this section limiting dangerous and objectionable elements at the point of the determination of their existence.

The project's compliance with a series of performance standards for the "dangerous and objectionable elements" are to be considered by the Planning Commission. The "dangerous and objectionable elements" are as follows:

- Fire and explosion hazards (activities with and storage of)
- Radioactivity or electromagnetic disturbance
- Noise (sound pressure level)
- Vibration
- Smoke
- Odors (Odorous gases or odorous matter)
- Fly ash, dust, fumes, vapors, gases, and other forms of air pollution
- Glare (from lighting or high temperature processes)
- Liquid or solid wastes
- Traffic congestion (Level of Service E)

The project cannot cause the above conditions to exist so that they adversely affect the surrounding areas or adjoining properties. The specific limits of each performance standard are described in the *Zoning Ordinance*. Where the performance standards conflict with regulations established by other state or local agencies such as the Delaware Department of Natural Resources and Environmental Control (DNREC), the more restrictive regulations apply.

As part of this procedure, a *Performance Standard Review Application* is required to accompany this Plan submission for review and approval. The Applicant submitted a Letter describing the project and indicating how the proposed construction activities would restrict the emission of dangerous and objectionable elements detailed in Article 5, Section 8.5. A description of how the development's buildings and uses intend to comply with these provisions must be submitted.

VIII. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with the agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

- 1) Review and Approval of the *Performance Standards Review Application* is required for the property development in accordance with *Zoning Ordinance*, Article 5 §8. The applicant submitted a Performance Standard Review Application Letter indicating how the proposed construction activities would restrict the emission of dangerous and objectionable elements detailed in *Zoning Ordinance*, Article 5, Section 8.5. **Additional information should be submitted on how the development's building and uses will also comply with these provisions.**
- 2) The project needs to submit a copy of the applicant's PLUS Review response to the PLUS comments issued previously. The Planning Office does not appear to have this document on file. **Please submit this document.**
- 3) Upright curbing must be provided around all parking areas and circulation drives unless a waiver is granted by the City Planner. The City Planner is accepting the small breaks in the curb line as related to stormwater catch basins.
- 4) Sheet G110 – Cover Sheet:
 - a) Site Data Column:
 - i) List total lot coverage in square feet and as a percentage.
 - ii) List Floor Area Ratio (FAR) of project.
 - iii) List proposed building heights.
 - iv) Update contact phone number for the Kent Conservation District.
 - v) For the Agreement include and references if these agreements are recorded.
 - vi) Add reference to source of wetlands information.
 - b) Add note that all building uses and tenant uses must comply with the provisions of the M (Manufacturing Zone) and AEOZ (airport Environs Overlay Zone).
 - c) Add note to reference the Site Plan for Phase 1 as approved with S-24-13.
 - d) List action taken on the Waiver Requests.
- 5) Sheet C101 – Existing Conditions Plan:
 - a) Clarify is the Permanent Easement (PE) along Lafferty Lane is changing location. If so, then a Record Plan Sheet for recording must be added to the plan.
 - b) Use darker linework to depict the building and site improvements of Phase 1.
- 6) Sheet C102 – Phasing Key Plan and other Site Plan Sheets:
 - a) In Phase tabulations table, add percentage calculations for woodland clearing/preservation and total lot coverage.
 - b) Show line of the AEOZ boundary.
 - c) Add location of handicapped parking signage.
 - d) Identify roof drainage system and its connections to the onsite stormwater management system.
 - e) Identify connecting sidewalk between Building A and Building B so that there is a pedestrian route from the street frontage sidewalk into the site to reach all buildings.

- f) Clarify that the parking lot and drive aisles include upright curbing.
 - g) Ensure accessible ramps are provided from handicapped spaces onto sidewalk system and at intersection with the parking lot.
- 7) Sheets L101 and L102 Landscape Plans:
- a) The project must comply with the tree planting requirements based on the development area. A Tree Mitigation Plan request has been submitted for the trees required and not provided. Any agreements and notes on the conditions of the Tree Mitigation Plan will need to be added to the plan.
 - b) Landscape Plans must be certified by a Design Professional as per Article 5 Section 16 of the *Zoning Ordinance*.
 - c) Provide Details on how you will establish the Riparian Buffer and Bank Stabilizations associated with the western Wetland Areas must be provided. It is not clear where the Wetland planting mix is being utilized.
 - d) Opaque Barrier: More information is needed to confirm compliance of the Opaque Barrier in the Phase 1 area and the type of existing vegetation and if it satisfies the continuous evergreen planted screen or hedge with evergreen trees.
 - e) Phase 2 Plantings: The 4 PC trees on the drawing are not in the Plat list chart. Update and update planting tallies.
- 8) The Opaque Barrier must also include the required landscape component. Provide information on the existing vegetation in the area of the opaque barrier fence as only four evergreen tree plantings are shown at the south end of this area.
- 9) Clarify the proposed building height and which building the architectural elevations are intended to represent.
- 10) The Site Plan set will need to be updated with any changes recommended or approvals including information on any waivers granted by the Planning Commission.
- 11) Details: When the Check Print Plan/Final Plans are submitted, the details for curbing, dumpster enclosure, bike rack, curbing, and other site elements must be included.
- 12) Consideration should be given to addressing the multiple buildings on this site to more clearly identify each building by an address number (then suite numbers). This can be proposed in coordination with the City's Tax Office and GIS Section.
- 13) Any Sediment & Stormwater Management Plans granted approval by the Kent Conservation District must reflect the Site Plan layout and design conditionally approved by the Planning Commission for this Phase 2 and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.

IX. RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken

into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

- 1) Recommendation on Waiver Requests:
 - a. Tree Mitigation Plan: The Planning Staff notes that the project can be considered for a Tree Mitigation Plan for the required tree plantings at off-site location. The applicant has reached out to the City for tree planting locations. City Staff is currently evaluating potential locations for plantings on City owned properties; the applicant will have to enter into an agreement with the City regarding the planting of these trees. However, it is concerning that the overall project will be planting only 60 trees of the 234 required trees on their property. This results in 174 trees that must be planted elsewhere through a Tree Mitigation Plan. While compliant with the limitations of woodland clearing, the loss of existing tree canopy cover on the property with the clearing of existing woodland for development is also noted. The applicant should consider project scope or project design revisions to retain more woodland areas and/or to be able to plant more of the required trees on their own property.
- 2) Consideration of Performance Standards Review Application: Planning Staff has reviewed the Performance Standards Review Letter. Additional information about the project uses is needed to confirm the project demonstrates the intent to comply with the restrictions as provided in *Zoning Ordinance*, Article 5 Section 8.1 and 8.2.
- 3) Loading Spaces: From Planning Staff review, it appears the project provides enough loading spaces, but they may want to look at options for parking of trucks awaiting unloading opportunities or resting space.

Other agencies may recommend additional considerations to meet code objectives in accordance with their areas of expertise. Action on all considerations identified in this section is at the discretion of the Planning Commission.

ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 2) In the event, that major changes and revisions to the Site Development Plan occur in the finalization of the Plan contact the Planning Office. Examples include reorientation of the complex/building, relocation of site components like stormwater management areas, and increases in floor area count. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regards to the plan.
- 3) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff

and submitted directly to the other commenting agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement (Final Plan Approval).

- 4) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections, Pre-Construction meeting and permits/licenses are required.
- 6) Construction may have an effect on adjacent areas of the subject property and the shared entrance access with the adjacent property. Any work requiring the closing or rerouting of visitors to these areas should be coordinated as to offer the least amount of inconvenience.
- 7) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 8) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign shall require a Sign Permit from the City of Dover prior to placement of any such sign. It is recommended that the applicant discuss the sign regulation requirements with the Planning Staff prior to applying for a Sign Permit.
- 9) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.



CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
STAFF D.A.C. MEETING DATE: JULY 2, 2024



APPLICATION: Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane
FILE #: S-25-10
REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater
CONTACT PERSON: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
CONTACT PHONE #: 302-736-7025
CONTACT EMAIL: jlyon@dover.de.us

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

SANITATION

- 1. Every commercial customer shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overloading the capacity of the containers.
2. Trash collection site shall be oriented for side-loading pick-up if customer is utilizing City of Dover sanitation services.
3. Any commercial customer requiring more containers, or larger containers, than provided above, must utilize private service.

STORMWATER

- 1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.

STREETS

- 1. Final site plan approval will not be granted until a letter of no objection, signed by DelDOT is submitted to our office.
2. Please add the following notes to the plans:
a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property.
b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot.

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
 - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - c. The site contractor shall contact the City of Dover Department of Water & Wastewater Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Water & Wastewater must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. Please be advised that effective May 1, 2022, water mains can now be constructed using DR 18 PVC.
4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed buildings. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meters must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically, this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. The Department of Public Works will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
7. Water services shall be either type K copper or SDR-9.
8. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities in each building.
9. All water infrastructure on the property will be owned and maintained by the property owner.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that “no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer”, this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as “...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage.” The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.
3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for all sanitary sewer mains showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6”).
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
8. All wastewater infrastructure on the property will be owned and maintained by the property owner.
9. Depending on the effluent flow, the downstream pump station may need to be evaluated by the developer / engineer to verify it can handle the additional flow.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. No structure may be installed within ten feet (10') of utility infrastructure, please depict all underground utilities and structures on the utility plan sheet to confirm compliance.
4. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).
 - b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Department of Water & Wastewater directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees will be required to be paid prior to Certificate of Occupancy for this project.

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, it may be required to submit the sanitary sewer system plans to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.

GENERAL

1. The applicant is advised that depending upon the size of the existing water service and sanitary sewer lateral to be abandoned, flowable fill may be required.
2. Construction plans will not be reviewed by our office unless all previous comments have been clearly addressed within the plan set and accordingly identified within an itemized response letter and with the Water/Wastewater Initial Plan Submission Checklist, which can be obtained from the following website: https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal_1.pdf, page 88.

SANITATION / STORMWATER / STREETS

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER ELECTRIC

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JUL 02, 2025

APPLICATION: Dover Industrial Phase 2: Warehouse at 350 Lafferty Lane

FILE #: S-25-10

REVIEWING AGENCY: City of Dover Electric Department

CONTACT PERSON: Shawn Burgett, Engineering Services & System Ops Superintendent

CONTACT PHONE #: 302-674-7568

CONTACT EMAIL #: sburgett@dover.de.us

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.

13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months' notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: <https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 07/02/25**APPLICATION:** Dover Industrial Phase 2 Warehouses at 350 Lafferty Ln**FILE #:** S-25-10 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal**CONTACT PERSON:** Jason Osika, Fire Marshal
josika@dover.de.us**PHONE #:** (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is warehouse/storage.
2. Building Access shall be no further than 50 feet from a primary entrance.

Where buildings are provided with an automatic sprinkler system installed in accordance with NFPA 13, access shall be no further than 100 feet from the primary entrance.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.4)

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)

4. Perimeter access shall be 50% and clearly shown on the plans.

Perimeter Access minimum width shall be 10 feet for one-story buildings and 15 feet for buildings of two or more stories, measured from the face of the building at grade with a maximum slope of ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations.

If a physical barrier (fence, pond, steep slope, etc) prevents access, that portion of the building perimeter shall not be included in the calculation of Percent of Perimeter Access.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5)

Where parking is located between the building and perimeter access area, parking shall not be located closer than 10 feet to the exterior wall for one-story buildings and 15 feet to the exterior wall for building of two or more stories.

5. Fire lanes shall cover 25% of the proposed building.

Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required.

The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in height, or 30 feet if over four stories in height.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5)

6. Where parking is located between the building and the fire lane, parking shall not be located closer than 15 feet to the exterior wall.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.4.1)

Where parking is located between the building and the perimeter access area, parking shall not be located closer than 10 feet to the exterior wall for one-story buildings and 15 feet to the exterior wall for building of two or more stories. 2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5.2

7. All Fire Lanes shall be marked as follows:

both the inner and outer edges of the fire lane shall be marked, where curbs are present, the top and face of the curb shall be painted yellow, where no curbs are present, a four inch (4") solid yellow demarcation line shall mark the edge(s) of the fire lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

8. The specific color yellow shall be the uniformly accepted yellow as utilized by State of Delaware Department of Transportation (DelDOT). Only vivid and durable paint shall be used and shall be suitable for street surfaces

9. Fire lane signs shall be located as follows:

see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic.

Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs and shall conform to the specifications of 7.6.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. All access roadways shall be paved and be a minimum of 20 feet clear width for two-way traffic and 14 feet clear width for one-way traffic. The paved width of access roadway shall be measured from edge of parking spaces, or face of curb for vertical curb and back of curb for mountable curb, or edge of pavement if there is no curbing.(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 5.2)

12. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain,

climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.

13. Street width shall be in accordance with City of Dover Code of Ordinances, Appendix A, Article VII, Section A. 13,

Residential areas

24 feet wide with no parking,
30 feet wide with parking on one side, or
36 feet wide with parking on both sides

Commercial areas

26 feet wide with no parking,
32 feet wide with parking on one side, or
38 feet wide with parking on both sides

Alley

12 feet wide

14. Any dead-end road more than 300 feet in length shall be provided with a turnaround or cul-de-sac as outlined in the 2021 Delaware State Fire Prevention Regulations 705, chapter 5, 2.3.
15. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
16. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

An automated system shall consist of one manual and one automated means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the system. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of both the manual and automated means.

A manual gate shall consist of one manual means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the means to open. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of the manual means to open.

To be considered accessible for fire department apparatus the actual clear openings shall be not less than 14 feet, the paved surface through the gate shall be not less than 12 feet, and the gate shall be setback from the perpendicular street by at least 50 feet.

Please contact this office to discuss options available to comply with this requirement.
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.6)

17. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).
5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius. 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the

configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).

Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

NFPA 1

18.5.2 detached one- and two-family dwellings, fire hydrants shall be provided for detached one- and two-family dwellings in accordance with both of the following: 1. the maximum distance to a fire hydrant from the closest point on the building shall not exceed 600 feet 2. the maximum distance between fire hydrants shall not exceed 800 feet.

18.5.3 buildings other than detached one- and two-family dwellings, fire hydrants shall be provided for buildings other than detached one- and two-family dwellings in accordance with both of the following 1. The maximum distance to a fire hydrant from the closet point on the building shall not exceed 400 feet 2. The maximum distance between fire hydrants shall not exceed 500 feet

18. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation.

All fire hydrants shall have minimum of four-inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides.

Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four-inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)

The owner is responsible if the hydrant is private.

19. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.

(2021 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)

The owner is responsible if the hydrant is private.

20. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>

21. NFPA 72 compliant Fire Alarm System required per occupancy code requirements.

Fire alarm in place of assembly. *Fire alarm required.* Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal and is capable of receiving an

occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Fire alarm system required. Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Public mode audible requirements. To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code.
(City Code of Ordinances 46-171)

22. Sprinkler system required. System is to be monitored by an approved Fire Alarm System.

This chapter shall apply to all buildings, structures, marine vessels, premises, and conditions which are modified by more than 50% after the effective date of these Regulations. The 50% figure shall be calculated utilizing the gross square footage of the building, structure, marine vessel, premises and conditions as to arrive at the correct application.

Any proposal that is presented to the Office of the State Fire Marshal for review and approval for a building rehabilitation as defined in the 101 Life Safety Code, for less than 50% of the gross square footage of a non-sprinklered building, may not have another such project for the same building submitted for review and approval any sooner than three (3) years after the date of the final inspection unless sprinkler projection is provided throughout the entire building.

In all buildings exceeding 10,000 square feet of aggregate, gross floor area.

In all buildings in excess of 40 feet in height or more than four (4) stories in height.

In all buildings or areas thereof used for the storage, fabricating, assembling, manufacturing, processing, display or sale of combustible goods, wares, merchandise, products, or materials when more than two (2) stories or 25 feet in height.

In all basement areas exceeding 2,500 square feet floor area.

In residential occupancies when of: Type V (0,0,0) or Type III (2,0,0) construction and exceeding two (2) stories or 25 feet in height. Type V (1,1,1) and Type III (2,1,1) or

Type IV (2,H,H) construction exceeding three (3) stories or 3 In all residential apartment buildings storage areas except individual unit closets that are located within individual residential living units.

In all buildings used as health care occupancies as defined in the Life Safety Code, NFPA 101, as adopted and/or modified by these Regulations. In all buildings or areas classified as "high hazard" under the Life Safety Code, NFPA 101, or "extra hazard" under the Standard for the Installation of Sprinkler Systems, NFPA 13, as adopted and/or modified by these Regulations.

All buildings used as dormitories, in whole or in part, to house students at a public or private school or public or private institution of higher education. (16 Del.C. Ch. 88) This applies to all such dormitories regardless if new or existing.

(2015 State of Delaware fire Prevention Regulations, 702, Chapter 4)

Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 150 persons or greater.

Any interior renovations of 50 percent or more to an existing place of assembly with an occupant load greater than 150 persons.

Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater.

Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises.

Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.
(City of Dover Code of Ordinances 46-162)

NFPA 101, 12.3.5.1 The following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with 9.7.1.1(1): 1. Dance Halls 2. Discotheques 3. Nightclubs 4. Bars 5. Restaurants 6. Assembly occupancies with festival seating

23. Fire Department Connection is to be a 5-inch storz connection on a 30-degree elbow located within 50 feet of main entrance. Access to the Fire Department Connection must be clear unobstructed access as defined by the AHJ.

Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary. (City of Dover Code of Ordinances 46-162)

24. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides.
(2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)

25. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
26. If there is any type of rack storage, the following will be required: 1) a diagram showing the layout and type of rack system 2) a list and quantity of items being stored 3) a letter from an authorized/licensed fire suppression contractor stating that in rack sprinklers are or are not needed. If in rack sprinklers are not needed, a letter may be requested from an authorized/licensed fire suppression contractor to ensure that the sprinkler system is adequate for the storage presented.
27. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).

All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)

28. Standpipes shall be provided in all areas and buildings as required in the codes and standards listed in Regulation 701 as well as the following areas or buildings:

In all Class A and Class B places of assembly and institutional occupancies two (2) stories or 25 feet in height or over,

In any building over three (3) stories, In any building over 35 feet in height,

In any building that has a floor above the first floor over 10,000 square feet gross floor area,

In all buildings where the 1st floor exceeds 60,000 gross square feet,

a Class I horizontal standpipe system installed in accordance with the applicable codes and standards listed in Regulation 701 of these Regulations shall be provided. All standpipe systems shall be installed in accordance with the applicable codes and standards listed in Regulation 701.

The standpipe system shall be carried up with each floor and shall be installed and ready for use as each floor progresses.

Standpipes shall not be more than one floor below the highest forms of staging,

The 2½-inch of hose connections on Class I systems shall be provided in the following locations, At the highest intermediate landing between floor levels in every required exit stairway,

Where intermediate landing is not provided, hose connections shall be permitted to be located at the main floor landings in exit stairways when approved by the authority having jurisdiction, Where the local fire department has the capability of providing the required pressure, hydraulically designed standpipe systems in fully sprinklered, non-high-rise buildings shall be designed to provide the required waterflow rate.

A sign shall be provided at each landing, in all interior stairways, designating the floor level. (2021 Delaware State Fire Prevention Regulations 702, Chapter 4, 2)

29. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms.

Dimensions of bollards. Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be at least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however, the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.

Color of bollards. Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector. (City of Dover Code of Ordinances, 46-4)

30. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

One-family and two-family residential structures, height, the number shall measure a minimum of four inches in height, *location,* the number shall be placed on the house above or to the left or right of the front entrance, *color,* the number shall be contrasting to the background color, *Arabic numerals,* all numbers shall be Arabic numerals.

Multiple-family dwellings, measurements, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color,* numbers shall be contrasting to the background color, *Arabic numerals,* all numbers used shall be Arabic numerals.

Commercial, industrial and office buildings, height, the numbers shall measure a minimum of 12 inches in height, *location generally,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot,

property line or driveway, should the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building,

color; each building, numbers shall be contrasting to the background color and shall be placed on each building in the complex,

Arabic numerals, all numbers used shall be Arabic numerals,

Shopping centers. Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height.
(City of Dover Code of Ordinances, 98-344)

31. A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system.
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

Secured key systems. When required; exemption. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy. Buildings with 24-hour staffing or guard service shall be exempt from this subsection.

Location. The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box.

Required keys. Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required.

Ordering responsibility. It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings.

Installation before testing. No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.
(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

32. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
33. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the

same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)

34. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
35. Project to be completed per approved Site Plan.
36. Full building and fire plan review is required.
37. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

Each "shell" will require a fire permit for sprinkler and fire alarm if applicable. Those systems (for the "shell") must be accepted into service prior to any "tenant fit out" fire permits being issued.
38. Construction or renovations cannot be started until building plans are approved.
39. Fire alarm systems, fire suppression systems, hoods, exhaust ducts, and hood suppression systems require a fire permit from the Fire Marshal's Office. This work cannot be started until the permit is approved.
40. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
41. The following is City Ordinance, Appendix B-Zoning, Article 8 Enforcement and Penalties:

Section 1. - Building permits.

No building or structure in any district shall be erected or structurally altered without a building permit duly issued upon application to the building inspector. No building permit shall be issued unless the proposed construction or use is in full conformity with all the provisions of this ordinance. Any building permit issued in violation of the provisions of this ordinance shall be null and void and of no effect, without the necessity for any proceedings for revocations or nullification thereof, and any work undertaken or use established pursuant to any such permit shall be unlawful (see section 4 for penalties).

1.1 No building permit shall be issued for the construction or alteration of any building upon a lot without frontage upon, or legal permanent access to, a public street improved to the satisfaction of the planning commission, or without access to a public sewer.

1.2 No building permit shall be issued for any building where the site development plan of such building is subject to approval by the planning commission, except upon approval of such plans approved by the said commission.

1.21 No building permit shall be issued for any building in a subdivision unless the subdivision plot has been approved by the planning commission.

1.3 No building permit shall be issued for a building to be used for any conditional use in any zone where such use is allowed only with approval of the planning commission, unless and until such approval has been duly granted by the said commission.

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Building C is considered a large area building, please see additional comments listed below
2. Building C shows two FDC's, we will need to discuss the same
3. Need to discuss a hydrant at the rear of building C and confirm that they are every 800' as outlined in item # 17 listed above

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2021 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

"Large Area Building" Any building that exceeds one-hundred thousand (100,000) square feet gross floor area on any one floor.

Chapter 5 Mid Rise, High Rise and Large Area Buildings

4.0 Large Area Buildings.

4.1 Application. The application of this Chapter pertains to any building exceeding one-hundred thousand (100,000) square feet gross floor area on any one floor. This Chapter does not apply to Strip Shopping/Office Center with no individual tenant exceeding 100,000 sq. ft.

4.1.1 If any one individual tenant in a Strip Shopping/Office Center exceeds 100,000 sq. ft. per floor, these requirements shall apply only to those tenants.

4.2 Horizontal Standpipes.

4.2.1 Horizontal Standpipes shall be required in accordance with Regulation 702, Chapter 4 of these Regulations

4.3 Emergency Voice/Alarm Communications and Detection System.

4.3.1 Large area buildings shall be equipped with a voice alarm, communication and detection system which shall be installed in accordance with the applicable codes and standards listed in Regulation 701 of these Regulations; and approved by the Office of the State Fire Marshal

4.4 Fire Command Station.

4.4.1 Large area buildings containing Health Care Occupancies, Ambulatory Health Care and Detention and Correction Occupancies shall contain a fire command center for fire department operations in a location reviewed by the responsible Fire Chief and approved by the Office of the State Fire Marshal. The Office of the State Fire Marshal may require a Fire Command Center for other Large Area Buildings.

4.4.2 The fire command center shall contain the following:

- 4.4.2.1 Voice alarm and public address panels
- 4.4.2.2 Fire department communications panel
- 4.4.2.3 Fire detection and alarm system annunciator panels and smoke management panels
- 4.4.2.4 Status indicator for elevator and annunciator indicating which elevators are operational
- 4.4.2.5 Status indicators and controls for air handling systems
- 4.4.2.6 Controls for unlocking all fire exit stairway doors simultaneously
- 4.4.2.7 Emergency power, light and system controls; and status indicators
- 4.4.2.8 Telephone and internet access for fire department use
- 4.4.2.9 Emergency and standby power status indicators
- 4.4.2.10 Generator supervision devices and manual start and transfer features
- 4.4.2.11 Public address system, where specifically required by other sections of this Code
- 4.4.2.12 Controls required for smoke control
- 4.4.2.13 Important keys to include
 - 4.4.2.13.1 Elevator machine room
 - 4.4.2.13.2 Elevator hoistway door access key
 - 4.4.2.13.3 Side access door elevator car key
 - 4.4.2.13.4 Electric room keys
 - 4.4.2.13.5 Fire pump room keys
 - 4.4.2.13.6 Mechanical room keys
 - 4.4.2.13.7 Any master key

4.4.2.14 As built drawings. Specific types and format of drawings to be determined by the Office of the State Fire Marshal at time of plan review.

4.4.3 The fire command center shall be separated from the remainder of the building by one-hour construction and equipped with a heating, ventilating and air conditioning system that will prevent smoke laden air from entering the space.

4.4.4 It is not the intent of this section to require a room dedicated for this purpose, but the area provided must be available for immediate use in case of emergency.

4.4.5 The room shall be a minimum of 96 square feet with a minimum dimension of 8 feet.

4.4.6 The fire command room door shall be clearly identified for use by the fire department.

4.5 Smoke Management Systems

4.5.1 Large area buildings shall be equipped with a smoke management system approved by the Office of the State Fire Marshal, designed in accordance with §4.5.2 or §4.5.3, and shall be capable of being operated by the fire department.

4.5.2 This smoke control system shall, at a minimum, consist of manually operated smoke vents installed in accordance with the Standard for Smoke and Heat Venting, NFPA 204 with the following criteria:

- 4.5.2.1 One, 100 sq. ft. vent per 25,000 sq. ft. of floor area.
- 4.5.2.2 Each vent shall be centrally located within the 25,000 sq. ft. protected area.

4.5.3 Large Area buildings using mechanical means of smoke management shall be installed in accordance with NFPA 92A, NFPA 92B and approved by the Office of the State Fire Marshal. Such system shall provide the following:

- 4.5.3.1 Egress Stair Tower Pressurization if stairs are more than three (3) communicating floor levels
- 4.5.3.2 Area of Refuge Pressurization
- 4.5.3.3 Horizontal Exit Passageway Pressurization
- 4.5.3.4 Fire Floor or Fire Area Smoke Exhaust
- 4.5.3.5 Other Criteria as deemed necessary by the Office of the State Fire Marshal for Unusual Spaces

4.5.4 Smoke management system operation/actuation shall be approved by the Office of the State Fire Marshal.

Note: As per NFPA 92A and NFPA 92B, the smoke management system shall be provided with a graphic annunciator and manual override panel to be located in the fire command center. The design and operation of the graphic annunciator shall be approved by the Office of the State Fire Marshal.

4.6 Standby Power, Light, and Emergency Systems.

4.6.1 Large area buildings shall be equipped with standby power, light, smoke management system and emergency systems which shall comply with the provisions of the Standard for Emergency and Standby Power Systems, NFPA 110, as adopted and/or modified by these Regulations.

Exception: If the occupancy is such that "standard" battery operated emergency systems (emergency lighting, exit signs, fire alarm signaling system backup power, etc.), are deemed to be adequate by the State Fire Marshal.

13 DE Reg. 629 (11/01/09)

19 DE Reg. 843 (03/01/16)



KENT CONSERVATION DISTRICT

Item 3.

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

**CITY OF DOVER
ADMINISTRATIVE SITE PLAN REVIEW
JULY 2025**

APPLICATION: Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane

FILE #: S-25-10

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Cullen Baker

PHONE: (302) 608 - 5370

EMAIL: stormwater@kentcd.org

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY’S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. As the disturbance for this site will exceed 5,000 square feet, a sediment and stormwater management plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed application is due at the time of plan submittal to the District’s office.
2. The following notes must appear on the record plan:
 - a. The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - b. The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - c. A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.

ADVISORY COMMENTS TO THE APPLICANT:

1. There is an existing pond being expanded under the approved phase 1 plan. We will require that the pond construction under phase 1 is completed and as built approved prior to the start of construction of the phase 2 plan.
2. Replace the proposed curb cuts with storm drains. We do not want riprap protection spanning across the stormwater easement, and all stormwater must be sent to a pre-treatment forebay.
3. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
4. A letter of no objection to recordation will be provided upon approval of the Sediment and Stormwater Management Plan.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 7/9/2025

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-25-10 Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane

FILE # S-25-10

REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob

PHONE #: (302) 387-6030

Attached, please find comments submitted by Dover Kent MPO for each of the current City of Dover Development Advisory Committee (DAC) applications. These comments are a part of the MPO's ongoing goals of promoting transportation safety and connectivity within the region. They are submitted in accordance with the support given by the MPO Council on November 6, 2024.

Issues of concern to the MPO are effective transit, reducing the amount of vehicle emissions by shortening or eliminating trips, and facilities for alternative modes of transportation, including bicycle and pedestrian access. The MPO considers the bicycle facilities required by the City of Dover to be the standard for all applications, not to be waived.

City of Dover Planning Commission
Site Development Plan Review

S-25-10 Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane

As discussed in Dover Kent MPO's recommendations for Phase 1 of the site development,¹ the addition of truck parking spaces would be very beneficial for this location. Parking and staging availability has been an ongoing challenge for the City of Dover, and it is common for trucks and trailers to be left in "undesignated" parking areas. Given the volume of trucks that will be visiting the property, there may be times when there are not enough loading docks available. Drivers may also need to leave their vehicles at a safe, designated location overnight.

The urgent need for designated truck parking in Dover is highlighted in the 2025 *Dover Freight Plan*, which recommends that truck parking and staging be incorporated into all freight-related site development within the City.² These should be added in addition to the loading docks already planned for the site. The paved space behind Building C may be suitable for this purpose.

¹ City of Dover, Delaware Planning Commission (Meeting Packet, September 16, 2024). City of Dover (2024). <https://evogov.s3.us-west-2.amazonaws.com/meetings/27/attachments/17485.pdf#page=143>.

² *Dover Freight Plan*. Dover/Kent County MPO (2025). https://doverkentmpo.delaware.gov/files/2025/04/2025-04_Dover-Freight-Plan_FINAL.pdf#page=40.



The *Dover Freight Plan* also includes a checklist of various freight considerations, which can help in avoiding land use conflicts and ensuring drivers are provided with adequate parking space. Please reach out to the City of Dover planning staff or Dover Kent MPO for more information on this topic.

The site plan should show exactly where the loading docks will be located along the two new buildings and how far from the buildings the loading areas will extend, similar to what was used in the Phase 1 designs. The applicant should also ensure there will be adequate space for large vehicles to navigate and turn safely. Within the site plan, measurements in between Building A and Building B should demonstrate the total available width when trucks are docked on either side. The same should be done in between Building B and Building C, specifically where the landscape islands will be located.

Bicycle racks, pedestrian walkways, and accessible parking spaces are planned for the property, and sidewalks are being added to the property’s frontage as part of Phase 1. These improvements will have a positive impact on bicycle and pedestrian connectivity and on the property’s accessibility.

In 2021 the MPO completed the *Dover Air Cargo Freight Access Study*, which recommends transportation improvements that will support economic growth in between Dover Air Force Base and White Oak Road. While the study does not specifically address this property, it does recommend improvements to Lafferty Lane, including improvements to the intersection with Horsepond Road and to the intersection with S. Bay Road.³ These improvements, if completed, would facilitate truck traffic coming to and from the property. They are considered a high priority for the City of Dover and are included in the project list of *Innovations 2050*, the MPO’s Metropolitan Transportation Plan (MTP).⁴

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

³ *Dover Air Cargo Freight Access Study - Planning and Environmental Linkage (PEL) Report*. Dover/Kent County MPO (2021). https://doverkentmpo.delaware.gov/files/2021/09/Dover-Air-Cargo-Freight-Study-PEL_final.pdf#page=16.

⁴ *Innovations 2050*. Dover/Kent County MPO (2025). <https://doverkentmpo.delaware.gov/files/2025/01/Innovations-2050-FINAL-1-8-2025-compressed-with-cover.pdf#page=139>.



From: [JORDAN, MATTHEW W CIV USAF AMC 436 CES/CENPL](#)
To: [Melson-Williams, Dawn](#)
Cc: [Purnell, Mareta](#)
Subject: EXTERNAL: RE: RE Site Plan S-25-10 RE: Dover Staff DAC Meeting of Wednesday, July 2, 2025 @9am
Date: Wednesday, July 2, 2025 8:31:41 AM
Attachments: [Pages from AICUZ Guide.pdf](#)
[150-5200-33C.pdf](#)
[Final Compatible Use Plan.pdf](#)
[Dover Industrial Phase 2 Concept APZ Plan.pdf](#)

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CUI

Good morning,

I would like to share my comments via email; I will be on the meeting today.

Thank you for the opportunity to speak at the DAC meeting today. As discussed, below are a list of my comments for the developer.

1. Review FAA Circular 150-5200-33C Hazardous Wildlife Attractants on or near airports (attached) and the compatible use plan (attached)
2. Submit plans to the FAA and DelDOT Office of Aeronautics
3. Recommend contacting DNREC and the EPA about possible PFAS contamination due to DOVER AFB being a superfund site
4. Recommend a Phase II site assessment to be fully aware of possible contamination on site
5. Recommend reviewing attached Department of Defense Instruction (DoDI 4165.57) which gives specific guidance on warehouse facilities in APZ's, and number of people recommended for safety (25 per acre in APZ I and 50 per acre in APZ II)
6. Recommend reviewing Section 22 of the City of Dover planning code to become familiar with prohibited items in the APZ's
7. Any solar on site will need to be reviewed by the FAA and DoD clearinghouse to ensure no glint or glare issues

Will there be a contingency plan if the property is developed and not used?

V/R

Matt

Matthew Jordan
Dover Air Force Base Community Planner

436 CES/CENPL
600 Chevron Ave.
Dover AFB DE 19902
Com: 302-677-6831 DSN: 445-6831

CUI

From: Melson-Williams, Dawn <DMelson@dover.de.us>
Sent: Tuesday, June 24, 2025 3:02 PM
To: JORDAN, MATTHEW W CIV USAF AMC 436 CES/CENPL <matthew.jordan.9@us.af.mil>
Cc: Purnell, Mareta <MPurnell@dover.de.us>
Subject: [Non-DoD Source] RE Site Plan S-25-10 RE: Dover Staff DAC Meeting of Wednesday, July 2, 2025 @9am

CUI

Matt:

Please see the attached Site Plan Submission S-25-10 Dover Industrial Phase 2 at 350 Lafferty Lane that is filed for review now. The Phase 1 of the project was reviewed under Site Plan S-24-13 Flex Use Facilities Commercial Warehouse back in the Fall of 2024 and is under construction now.

Dawn Melson-Williams, AICP
Principal Planner
City of Dover, Delaware
Department of Planning & Inspections
(302) 736-7196 Planning Office phone
(302) 736-4217 fax
dmelson@dover.de.us

CUI

From: JORDAN, MATTHEW W CIV USAF AMC 436 CES/CENPL <matthew.jordan.9@us.af.mil>
Sent: Tuesday, June 24, 2025 1:37 PM
To: Purnell, Mareta <MPurnell@dover.de.us>
Subject: EXTERNAL: RE: Dover Staff DAC Meeting of Wednesday, July 2, 2025 @9am

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Table 1. Land Use Compatibility in APZs, Continued

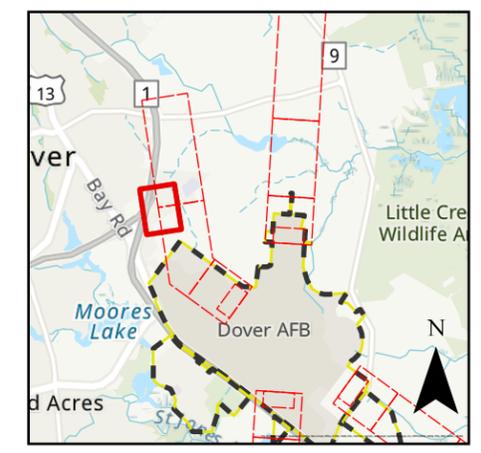
Land use Name and SLUCM Category	Clear Zone	APZ-I	APZ-II	Maximum Density
Trade use group (SLUCM Category 50)				
Wholesale trade	N	Y	Y	Maximum FAR of 0.28 in APZ I and .56 in APZ II
Retail trade – building materials	N	Y	Y	Maximum FAR of 0.20 in APZ-I and 0.40 in APZ-II
Retail trade – hardware, paint, and farm equipment stores	N	Y	Y	Maximum FAR of 0.14 in APZ I and 0.28 in APZ II
Retail trade – including neighborhood centric shops	N	N	Y	Maximum FAR of 0.16 in APZ II
Mass retailing, super stores, strip malls, shopping centers ⁵ , discount clubs, home improvement stores, eating and drinking establishments, etc.	N	N	N	
Retail trade – food such as groceries, bakeries, confectionaries, meat markets, and fast food establishments	N	N	Y	Maximum FAR of 0.24 in APZ II
Retail trade – automotive, marine craft, aircraft, and accessories	N	Y	Y	Maximum FAR of 0.14 in APZ I and 0.28 in APZ II
Retail trade – apparel and accessories, furniture, home, furnishings and equipment	N	N	Y	Maximum FAR of 0.28 in APZ II
Other retail trade	N	N	Y	Maximum FAR of 0.16 in APZ II
Services use group (SLUCM Category 60)				
Finance, insurance, real estate, personal, professional and miscellaneous services (office uses only)	N	N	Y	Maximum FAR of 0.22 in APZ II
Cemeteries	N	Y ⁶	Y ⁶	
Warehousing and storage services	N	Y	Y	Maximum FAR of 1.0 in APZ I; 2.0 in APZ II
Repair services and contract construction	N	Y	Y	Maximum FAR of 0.11 APZ I; 0.22 in APZ II
Hospitals, nursing homes, and other medical facilities; educational services, childcare services, child development centers, and nurseries	N	N	N	
Government services	N	N	Y	Maximum FAR of 0.24 in APZ II
Cultural, entertainment, and recreational use group (SLUCM Category 70)				
Nature exhibits	N	Y ⁷	Y ⁷	
Cultural activities, auditoriums, concert halls, places of worship; outdoor music shells, museums, outdoor displays, amphitheatres, sports arenas, spectator sports, resorts and group camps, or other places of assembly	N	N	N	
Amusements (e.g., fairgrounds, miniature golf, driving ranges; amusement parks.)	N	N	Y ¹¹	50 people per acre
Recreational activities (including golf courses, riding stables, water recreation), parks	N	Y ⁷	Y ⁷	Maximum FAR of 0.11 in APZ I; 0.22 in APZ II

Table 1. Land Use Compatibility in APZs, Continued

Land use Name and SLUCM Category	Clear Zone	APZ-I	APZ-II	Maximum Density
Other cultural, entertainment and recreation	N	Y ⁶	Y ⁶	
Resource production and extraction use group (SLUCM Category 80)				
Agriculture and livestock farming, including grazing and feedlots	Y ⁸	Y ⁸	Y ⁸	
Agriculture related activities	N	Y	Y	Maximum FAR of 0.28 in APZ I; 0.56 in APZ II
Forestry activities ⁹	N	Y	Y	Maximum FAR of 0.28 in APZ I; 0.56 in APZ II
Fishing activities	N ¹⁰	Y	Y	Maximum FAR of 0.28 in APZ I; 0.56 in APZ II
Mining activities	N	Y	Y	Maximum FAR of 0.28 in APZ I; 0.56 in APZ II
Other resource production or extraction	N	Y	Y	Maximum FAR of 0.28 in APZ I; 0.56 in APZ II
Other use group (SLUCM Category 90)				
Undeveloped land	Y	Y	Y	
Water areas	N	N	N	
<p>Key to Table 1 – Land use compatibility in APZs</p> <p>Land use recommendations:</p> <p>Y (Yes) – Land use and related structures compatible without restrictions.</p> <p>N (No) – Land use and related structures are not compatible and should be prohibited.</p> <p>Y^X – Yes with restrictions. The land use and related structures generally are compatible. However, see note(s) indicated by the superscript.</p> <p>N^X – No with exceptions. The land use and related structures are generally incompatible. However, see note(s) indicated by the superscript.</p>				
<p>Notes for Table 1 – Land Use Compatibility in APZs</p> <p>General notes for all uses:</p> <p>a. The suggested maximum occupancy for commercial, service, or industrial buildings or structures in APZ I is 25 people per acre, and 50 people per acre in APZ II. Outside events should normally be limited to assemblies of not more than 25 people an acre in APZ I, and maximum assemblies of 50 people an acre in APZ II.</p> <p>b. Recommended FARs are calculated using standard parking generation rates for various land uses, vehicle occupancy rates, and desired density in APZ I or II. For APZ I, the formula is FAR equals 25 people an acre divided by (Average vehicle occupancy times Average parking rate times (43560÷1000)). The formula for APZ II is FAR equals 50 divided by (Average vehicle occupancy times Average parking rate times (43560÷1000)).</p> <p>c. No structures (except airfield lighting and navigational aids necessary for the safe operation of the airfield when there are no other siting options), buildings, or above ground utility and communications lines should normally be located in clear zone areas on or off the air installation. For pilot and public safety, the clear zone is subject to the most severe restrictions.</p> <p>d. Safety of flight should be considered when evaluating development that includes explosive potential; generates smoke, steam, or dust; creates electronic interference; lighting or glare; or tall structures.</p> <p>e. Development of renewable energy resources, including solar and geothermal facilities and wind turbines, may impact military operations through hazards to flight or electromagnetic interference. Each new development should be analyzed for compatibility on a case-by-case basis that considers both the proposal and potentially affected mission.</p>				

Dover Industrial Phase 2 Concept APZ Plan

Site Location Map



Legend

- Delaware_State_Parcel
- APZ



Controlled by: OUSD(18S)
 Controlled by: CLAS INFOSEC
 CUI Category(s): NNP
 Limited Dissemination Controls: NOFORN
 POC: Simon Lowe, 302-677-6455

Date: 6/26/2025
 Email: 436CES.CENME.Eng@us.af.mil
 Map Request Tool: <LINK>https://maps.af.mil/ers/
 <LINK>
 Created By: execution support

Path: L:\GIS\Specialty maps\CES\CEN\CENPL\Dover Phase 2 Concept Plan\Dover Phase 2 Concept Plan.aprx





U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

Subject: Hazardous Wildlife Attractants on or
near Airports

Date: 02/21/2020

AC No: 150/5200-33C

Initiated By: AAS-300

Change:

1 **Purpose.**

This Advisory Circular (AC) provides guidance on certain land uses that have the potential to attract hazardous wildlife on or near public-use airports. It also discusses airport development projects (including airport construction, expansion, and renovation) affecting aircraft movement near hazardous wildlife attractants. Appendix 1 provides definitions of terms used in this AC.

2 **Cancellation.**

This AC cancels AC 150/5200-33B, *Hazardous Wildlife Attractants on or near Airports*, dated August 28, 2007.

3 **Application.**

The Federal Aviation Administration recommends the guidance in this AC for land uses that have the potential to attract hazardous wildlife on or near public-use airports. This AC does not constitute a regulation, is not mandatory, and is not legally binding in its own right. It will not be relied upon as a separate basis by the FAA for affirmative enforcement action or other administrative penalty. Conformity with this AC is voluntary, and nonconformity will not affect rights and obligations under existing statutes and regulations, except as follows:

1. Airports that hold Airport Operating Certificates issued under Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports, Subpart D, may use the standards, practices and recommendations contained in this AC as one, but not the only, acceptable means of compliance with the wildlife hazard management requirements of Part 139.
2. The FAA recommends the guidance in this AC for airports that receive funding under Federal grant assistance programs, including the Airport Improvement Program. See Grant Assurance #34.

3. The FAA recommends the guidance in this AC for projects funded by the Passenger Facility Charge program. See PFC Assurance #9.
4. The FAA recommends the guidance in this AC for land-use planners and developers of projects, facilities, and activities on or near airports.

4 **Principal Changes.**

Changes are marked with vertical bars in the margin. Change in this AC include:

1. Clarification by the FAA that non-certificated airports are recommended to conduct a Wildlife Hazard Assessment (Assessment) or a Wildlife Hazard Site Visit (Site Visit);
2. Table 1, Ranking of Hazardous Species, has been moved to Advisory Circular 150/5200-32, *Reporting Wildlife Aircraft Strikes* (5/31/2013);
3. Consolidation and reorganization of discussion on land uses of concern; and updated procedures for evaluation and mitigation. Discussion addresses off-airport hazardous wildlife attractants, followed by discussion of on-airport attractants. It also clarifies language regarding the applicability of the AC.

5 **Background.**

1. Information about the risks posed to aircraft by certain wildlife species has increased a great deal in recent years. Improved reporting, studies, documentation, and statistics clearly show that aircraft collisions with birds and other wildlife are a serious economic and public safety problem. While many species of wildlife can pose a risk¹ to aircraft safety, they are not equally hazardous². These hazard rankings can help focus hazardous wildlife management efforts on those species or groups that represent the greatest risk to safe air and ground operations in the airport environment. Used in conjunction with a site-specific Assessment that will determine the relative abundance and use patterns of wildlife species, these rankings combined with a systematic risk analysis can help airport operators better understand the general threat level (and consequences) of certain wildlife species. Also, the rankings can assist with the creation of a “high risk” list of hazardous species that warrant immediate attention.
2. Most public-use airports have large tracts of open, undeveloped land that provide added margins of safety and noise mitigation. These areas can also present potential hazards to aviation if they encourage wildlife to enter an airport’s approach or departure airspace or aircraft operations area. Constructed or natural areas— such as

¹ Risk is the relationship between the severity and probability of a threat. It is the product of hazard level and abundance in the critical airspace, and is thus defined as the probability of a damaging strike with a given species.

² Hazardous wildlife are species of wildlife (birds, mammals, reptiles), including feral and domesticated animals, not under control that may pose a direct hazard to aviation (i.e., strike risk to aircraft) or an indirect hazard such as an attractant to other wildlife that pose a strike hazard or are causing structural damage to airport facilities (e.g., burrowing, nesting, perching).

poorly drained locations, detention/retention ponds, roosting habitats on buildings, landscaping, odor-causing rotting organic matter (putrescible waste) disposal operations, wastewater treatment plants, agricultural or aquaculture activities, surface mining, wetlands, or some conservation-based land uses — can provide wildlife with ideal locations for feeding, loafing, reproduction, and escape. Even small facilities, such as fast food restaurants, taxicab staging areas, rental car facilities, aircraft viewing areas, and public parks, can produce substantial attractions for hazardous wildlife.

3. During the past century, wildlife-aircraft strikes have resulted in the loss of hundreds of lives worldwide, as well as billions of dollars in aircraft damage. Hazardous wildlife attractants on and near airports can jeopardize future airport expansion, making proper community land-use planning essential. This AC provides airport operators and those parties with whom they cooperate with the guidance they need to assess and address potentially hazardous wildlife attractants when locating new facilities and implementing certain land-use practices on or near public-use airports.

6 **Memorandum of Agreement Between Federal Resource Agencies.**

The FAA, the U.S. Air Force, the U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, the U.S. Fish and Wildlife Service, and the U.S. Department of Agriculture - Wildlife Services signed a Memorandum of Agreement (MOA) to acknowledge their respective missions in protecting aviation from wildlife hazards. Through the MOA, the agencies established procedures necessary to coordinate their missions to address more effectively existing and future environmental conditions contributing to collisions between wildlife and aircraft (wildlife strikes) throughout the United States. These efforts are intended to minimize wildlife risks to aviation and human safety while protecting the Nation's valuable environmental resources.

7 **Feedback on this AC.**

If you have suggestions for improving this AC, you may use the Advisory Circular Feedback form at the end of this AC.



John R. Dermody
Director of Airport Safety and Standards

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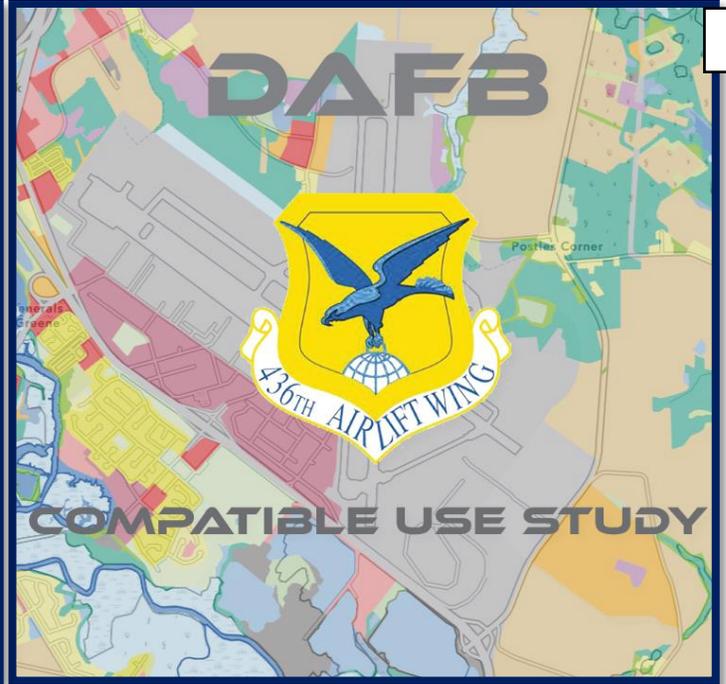
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Dover Air Force Base – Compatible Use Plan

In cooperation with Delaware Department of Transportation

Prepared by:



June 2023

The Dover Air Force Base Compatible Use Plan was developed through a collaborative partnership pulling from the knowledge and expertise from key stakeholders throughout the project area. The core project team was supported by a Policy Committee and a Technical Committee. These two committees provided the insight and knowledge that guided the study and the process from initial project kick off to the final report. The efforts of the following individuals and their commitment to the project is acknowledged and appreciated.

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This plan was prepared under contract with the Delaware Department of Transportation, with financial support from the Office of Local Defense Community Cooperation, Department of Defense. The content reflects the views of the Delaware Department of Transportation key committee partners and does not necessarily reflect the views of the Office of Local Defense Community Cooperation.

Executive Summary

Dover Air Force Base – Compatible Use Plan

DAFB is a strategic asset for the United States Military. DAFB is home to the DoD's largest aerial port and approximately 10,000 Airmen, joint service members, civilians and families. Its personnel are responsible for global airlift aboard assigned C-5M Super Galaxy and C-17 Globemaster III aircraft. Additionally, the 436th Airlift Wing hosts key partners, such as the Air Force Reserve's 512th Airlift Wing, Air Force Mortuary Affairs Operations (AFMAO), the Armed Forces Medical Examiner System (AFMES) and the Joint Personal Effects Depot (JPED), jointly responsible for the dignified return of fallen American service members. DAFB missions provide an extensive economic impact. In 2018 the DelDOT Office of Aeronautics found that DAFB has an annual economic impact of \$564 million. Total employment at the Base is approximately 6,076 and is responsible for the employment of more than 10% of Kent County's total jobs according to the American Communities Survey (2013-2017).

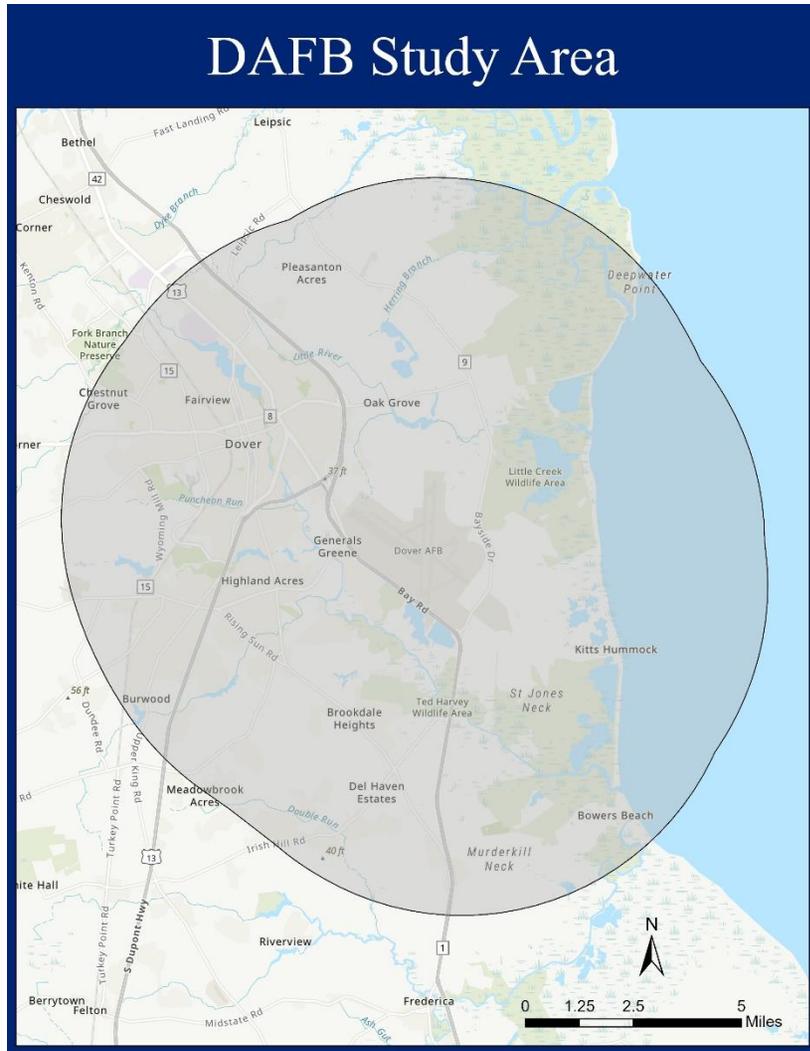
The Dover Air Force Base (DAFB) Compatible Use Plan (CUP) is a cooperative planning initiative with the intent to develop a tool for surrounding communities and the installation to understand land use planning and develop strategy and implementation actions that support the community goals and the installation's mission. The initiative addresses land use compatibility planning around the installation to support the installation's mission and operations, while balancing sustainability, viability, and safety of both the Base itself and the surrounding communities. The policy ensures that civilian actions that encroach or constrain military operations are limited with processes in place to proactively minimize these actions. Three basic types of constraints can affect or result from flight operations noise zones based on noise contours showing the noise levels generated by aircraft operations, height limitations, and Clear Zone (CZ) and Accident Potential Zones (APZ) based on

statistical analysis of past DoD aircraft accidents. The policy provides champions for these processes to provide guidance to federal, state, and local agencies to implement the policies. The policy also provides avenues for coordination and support so that the local municipalities and lands surrounding the Base can also continue to be viable into the future. Finally, the plan provides a process for monitoring the surrounding land uses and policy implementation to determine weaknesses or avenues for improvement to continue implementing the plan well into the future of DAFB.

DAFB is located within the City of Dover, DE. The Base property generally follows the municipal boundary. The City of Dover has the land use control to the north of DAFB. The other three sides of DAFB are surrounded by the unincorporated areas of Kent County. There are several other smaller municipalities within the study area but none are adjacent to DAFB. Several jurisdictions, communities, and airports are within the study area and/or affect the airport's operations. Information on these communities, jurisdictions, and airports provide groundwork for compatible uses for DAFB.

The study area, shown on the following page is a circle with a radius of five miles created around DAFB. The study area includes Port Mahon which is a recreational area in Kent County, Delaware that also assists DAFB in maintaining services. Maintaining the viability of Port Mahon Road and the jet fuel delivery infrastructure is vital to the operations and sustainability of DAFB. The area of this circle includes all key Federal Aviation Regulation (FAR) Part 77 airspace, Noise Contours, and Air Installations Compatible Use Zones.

Collaboration and joint planning between DAFB, local jurisdictions, state agencies, federal agencies, stakeholders, and the surrounding communities protects the long-term viability of DAFB while assisting DAFB maintain healthy partnerships to protect the long-term



viability of the same entities they depend upon to support the base. Stakeholders and agencies represented in this study include DAFB, City of Dover, Dover/Kent County MPO, Kent County Levy Court, Office of State Planning (OSPC), Department of Natural Resources

and Environmental Control (DNREC), Department of Safety and Homeland Security, Department of Agriculture, State Historic Preservation Office, Towns of Little Creek, Magnolia, Camden, Wyoming, Bowers, Delaware River and Bay Authority (DRBA), Kent Economic Partnership, and Department of Transportation (DeDOT).

The individuals representing the numerous interests, agencies, businesses, and personnel ensure a varied cross-section of opinions and priorities resulting in feasible, practical solutions that marry the ultimate goals of protecting the safety, security, and long-term viability of both DAFB and the surrounding communities.

Agencies and agency representatives were distributed into two committees. The Technical Committee consisted of representatives from departments, organizations, or agencies who could assist in supporting the analysis. The Technical Committee provided critical data necessary to inform the process and build the GIS database that served as a tool for issue identification. The Policy Committee consisted of Stakeholder/agency representatives who compromised the decision-making body of the CUP. This group provided overall policy direction and approved study recommendations and implementation measures.

The CUP is both a technical and a guidance document. It seeks to identify conflicts between various land use dynamics surrounding DAFB and propose specific and achievable mitigation strategies to protect and enhance not only DAFB but the surrounding communities. The CUP recommendations are the foundation for future action by all of the project stakeholders as they relate to compatible land use. The intent of this plan is to provide a guide to decision makers in promoting decisions, policies, and recommendations that ensure the viability of DAFB long into the future.

Executive Summary

Dover Air Force Base – Compatible Use Plan

Local jurisdictions recognize the importance of maintaining the capability of DAFB by protecting it from urban encroachment and have developed a strong working relationship with DAFB in matters of development planning. Kent County and the City of Dover have taken steps to support the mission of DAFB by adopting land use plans and zoning controls that limit encroachment into the flight paths and operations of the airfield. Continued maintenance of the land use and zoning restrictions currently in place will ensure the viability of DAFB while helping to provide valuable information to the owners and potential owners of impacted properties.

The plan’s policies and recommendations intend to improve collaboration between all stakeholders by encouraging cooperative land use and resource planning between DAFB and area stakeholders so that future development is compatible with the training and operational missions at DAFB while, at the same time,

seeking ways to reduce operational impacts on adjacent public and private lands.

The data collection for this study included the most recent information available between the dates of September 2021 to August 2022. The data gathering efforts consisted of a technical and policy evaluation of local, state, and federal guidelines, regulations, and conditions guided by the Policy and Technical Committees, as well as a robust public involvement process. Central to the data collection efforts is the collection of regional GIS data for the entire study area. The data sets were categorized and are included in a web map, located on the project website hosted by DelDOT, that can be used by stakeholders and resource agencies to coordinate and collaborate uses within the study area. Included in the data gathering phase was a DAFB installation tour held on April 25, 2022, which included a visit to Port Mahon.

Twenty-two stakeholder interviews were conducted to determine concerns, issues, and possible mitigation strategies. The stakeholder interviews identified common themes pertaining to land use codes, communication, land preservation processes, and the importance of Port Mahon.

The CUP process has placed a heavy emphasis on public and stakeholder participation to build consensus across varied interests officials, business owners, municipalities, County, City, and State officials. Significant public outreach results in greater community support and input into the planning process and the future for the section of opinions and priorities resulting in feasible, practical solutions that marry the ultimate goals of protecting the safety, security, and long-term viability of both DAFB and the surrounding communities. A public engagement strategy was developed and



Land Use and Zoning



Potential Incoming Development



Transportation Corridors (GIS)



Population Forecasts and Trends



Base Operations



Environmental / Natural Resources

Executive Summary

Dover Air Force Base – Compatible Use Plan

adopted by the Technical Committee at the onset of the CUP Study. The goals for public outreach on this project include:

1. Provide opportunities to include the public in the planning process
2. Increase the accessibility and transparency of information available to the public
3. Increase the efficiency of the public outreach process
4. Provide the public opportunities to be heard in the process
5. Final decisions should meet the needs of stakeholders
6. Adhere to the applicable federal and state requirements including the Americans with Disabilities Act of 1990 and Title VI
7. Ensure that all have equal access to information, meeting locations, input opportunities and a voice during the development of the plan

Numerous methods were utilized to inform the surrounding communities of DAFB CUP. Flyers, e-mail notifications, and web page and social media notices were used to advertise the workshops. DelDOT, the project sponsor, created a website housing all of the data gathered, maps of the project area showing existing conditions, videos and written summaries of all meetings, and advertisements for upcoming events and meetings related to this Study. The City of Dover, Dover / Kent County MPO, elected officials, and others also assisted in promoting the meetings and community workshops. Elected officials were briefed ahead of all community workshops so that they were in a good position to answer questions should a constituent approach them about this Study.

Stakeholder and agency coordination through stakeholder interviews, as well as the Technical and Policy Committees were open to the public. In addition, two hybrid public workshops preceded by public officials briefings were held to inform the public of the data gathered, CUP process, concerns, potential conflicts, and

mitigation strategies to gather feedback. Public input was also solicited through two interactive planning sessions for the existing Borrow Pit located at 1800 S. Bay Road, Dover, Delaware 19901. The Two interactive planning sessions were held to discuss the potential future uses of the Borrow Pits should the borrow pits ever decide to redevelop or sell the property, including the feasibility of future uses, as well as potential maintenance and management entities who could maintain the potential changes.

As part of the DAFB CUP compatibility issues were identified and recommendations were developed, see Chapter 5. The recommendations include strategies and tools designed to address these compatibility issues including implementation strategies, agencies who will champion the implementation, and timelines for implementation.

The CUP planning process is intended to protect and preserve military readiness and defense capabilities while supporting continued community economic development. The process is based on data collection and an analysis of that data. The CUP planning process includes an Implementation Plan, see Chapter 6, with monitoring responsibilities identified, to ensure the recommendations advanced in the CUP are realized. The Implementation Plan includes a list of specific public and private actions for each study participant organized by their scheduled execution date:

- Short Term (1-3 years)
- Medium-Term (4-10 years)
- Long-Term (11-20 years)

Each listed action assigns responsibility for the task and includes an estimate of costs and funding sources. These recommended actions include smart land use planning principles and practices to achieve a balance between potentially conflicting interests. The Compatible Use Plan is the culmination of strategies developed through the

stakeholder process and provides recommendations for future implementation. In addition to preparing mitigation strategies the plan also includes community-based methods for informing citizens of the reasoning behind the mitigation strategies.

The strategies developed were designed to address the issues identified during DAFB CUP. The purpose of each strategy is to accomplish the following:

1. Avoid future actions, operations, or approvals that would cause a compatibility issue; and
2. Eliminate existing compatibility issues where possible; and
3. Facilitate enhanced, ongoing communication and collaboration as mechanisms for effective compatibility planning and avoidance of future encroachment.

For ease of use, these strategies are presented in a table format showing the issues and strategies and information on how each strategy should be completed. The strategies are identified based on categories to better help the user know what type of approach is needed.

Upon completion of the DAFB CUP Study, agencies first task will be to afford funding, review policies, and identify strategies for implementing this CUP. It is also suggested that DAFB and DelDOT create a Monitoring Committee. The Monitoring Committee would serve as a facilitator and agent of the Plan. The Monitoring Committee would attend meetings, request updates, and monitor the task implementation. The Monitoring Committee would also hold quarterly meetings with members of the CUP Study's Police and Technical Committees to keep this Policy in the forefront. Additionally, the Monitoring Committee would prepare a yearly community workshop to summarize efforts to implement this toolkit on a yearly basis. In addition, the Monitoring Committee

would prepare a yearly summary report documenting the implementation of the toolkit in addition to documenting the steps taken through the Monitoring Committee to implement the toolkit as well.



6/5/2025

City of Dover, Department of Planning and Inspections
 Attention: Dawn Melson-Williams
 15 Lookerman Plaza, Dover, DE

RE: 350 LAFFERTY LANE, DOVER INDUSTRIAL PHASE 2 - NARRATIVE

Introduction

Phase 2 of Dover Industrial is an extension of the approved final plan for Phase 1 of the Dover Industrial project, located at 350 Lafferty Lane, which was approved by the City of Dover on 5/25/2025. This phase of the project is located to the rear of Phase 1, behind building A and will include two warehouse-style buildings for light industrial use.

Existing Conditions

A portion of the existing land has been cleared from phase 1. The remaining area contains wooded acreage and non-tidal wetlands to the rearmost parts of the parcel. The existing entrance onto the property is shared from the adjacent Frito Lay Distribution Center to the southwest corner of the parcel. There are no on-site entrances directly to Lafferty Lane. Existing stormwater is present in the form of a stormwater pond to the East which was approved for the entire site with the phase 1 project. The soils are comprised of mostly “C” rated soils and the existing zoning of this parcel is listed as “M” (Manufacturing Zone). The property is also in two different airport overlay zones (AEOZ), accident potential zone 1 (APZ1) and accident potential zone 2 (APZ2).

Proposed Design

Phase 2 of this project provides 2 warehouse style buildings with 8” fire suppression lines, paved parking, and paved drive aisles for access to the buildings. The total building footprint for this phase is 178,000 square feet, asphalt and concrete coverage is 137,881 square feet, which yields a total proposed impervious area of 315,881 square feet of coverage.

The buildings are intended to accommodate multiple end-users. The uses will conform to the performance standards set forth in Article 5 section 8 of the Zoning Ordinance of Dover and section 19.1 specified as the Manufacturing Zone Uses permitted. End users must also conform to the regulations listed in Section 22 – Airport Environs Overlay Zone.

Stormwater

Stormwater on the East side of building C will flow into the stormwater pond approved in phase 1 via curb-cuts. The remaining stormwater will be collected from inlets throughout phase 2 parking and carried by pipes to utilize the same pond.

Utilities

Trash pickup will be managed privately as there are screened dumpsters proposed on-site for each building. Water and sewer service will be provided by the City of Dover and will be a continuation of the phase 1 design. The onsite sewer lateral is proposed as a 6” pipe to continue to the phase 1 cleanout

and manhole then out through an 8” gravity main. Two fire hydrants are proposed with this phase and each building has been designed with a fire department connection as an auxiliary feed for the fire suppression systems. The 8” fire suppression lines entering each building are fed by the phase 1 pump house.

Parking

Parking will meet the Manufacturing Zone code standards which is 1 space per 800 square feet of floor space. The entire project will require 290 spaces based on this calculation. This phase proposes 197 spaces (which includes 4 ADA van accessible spaces). With the phase 1 subtotal of 93 from phase 1, the total parking proposed is 290 spaces.

Trees & Landscape

Phase 2 of this project proposes 27 trees to be planted on-site. The total undeveloped lot included 316,353 square feet of wooded area. The total preserved wooded area is equal to 159,564 square feet which is greater than 50% of the original wooded area and as such, woodland mitigation will not be necessary. The undeveloped non-woodland area of the site is 701,074 square feet. The entire project is required to have 234 trees (as calculated from 701,074/3,000) to offset the development of the site. In total, the two phases together propose 60 trees to be planted onsite. The remaining 174 trees are to be planted offsite as per the agreement with the City of Dover.

Performance Standards

The site will be subject to the performance standards as per article 5 section 8 of the City of Dover Zoning Ordinance and as such will be subject to the performance standards review. All construction equipment will be inspected by authorized personnel deemed suitable by the contractor and will be powered by modern diesel engines with unaltered factory emission controls installed as per the manufacturer. No explosives will be used in the construction of this project. Daily operations will keep dust to a minimum with on-site water tank trucks as needed. Erosion and sediment control devices including and not limited to silt fence and inlet protection will be in place during the entire construction process.

Summary

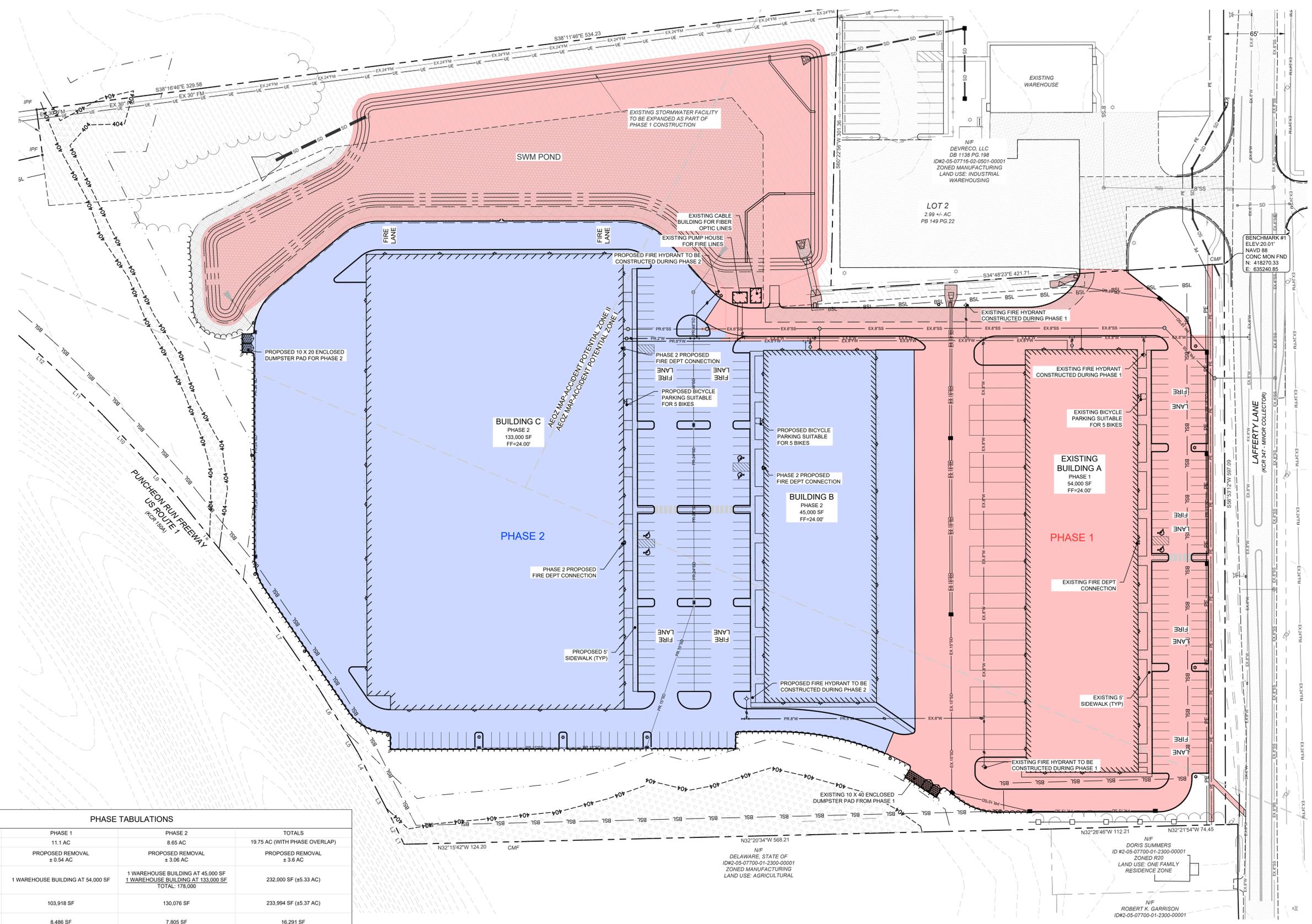
We are respectfully seeking preliminary site concept approval for the phase 2 design of Dover Industrial which includes 2 warehouse buildings similar in architecture to the building proposed in phase 1. There will be ample parking which includes ADA van accessibility and bicycle parking. Screened dumpsters, utilities, and stormwater management are also proposed for this project. We are excited to be working with the City of Dover and look forward to the upcoming reviews and approval.

We thank you for your time and consideration.

Sincerely,



**ERNEST A. LEMP, JR. PLITKO
ENGINEERING**
53 Atlantic Ave., Suite#3
Ocean View, DE 19970
Phone: 302-537-1919
Email: ernie@plitko.com



PHASE TABULATIONS

	PHASE 1	PHASE 2	TOTALS
LOD	11.1 AC	8.65 AC	19.75 AC (WITH PHASE OVERLAP)
EXISTING WOODED AREA ± 7.26 AC	PROPOSED REMOVAL ± 0.54 AC	PROPOSED REMOVAL ± 3.06 AC	PROPOSED REMOVAL ± 3.6 AC
PROPOSED BUILDINGS	1 WAREHOUSE BUILDING AT 54,000 SF	1 WAREHOUSE BUILDING AT 45,000 SF 1 WAREHOUSE BUILDING AT 133,000 SF TOTAL: 178,000	232,000 SF (±5.33 AC)
PROPOSED PAVING	103,918 SF	130,076 SF	233,994 SF (±5.37 AC)
CONCRETE (CURB & SIDEWALK)	8,486 SF	7,805 SF	16,291 SF
PARKING REQUIREMENT 1 PER 800 SF OF FLOOR SPACE 290 REQUIRED TOTAL	54,000 / 800 67.5 REQUIRED	178,000 / 800 222.5 REQUIRED	232,000 / 800 290 REQUIRED
PARKING PROVIDED 290	93 (INCLUDING 2 ADA VAN ACCESSIBLE)	197 (INCLUDING 4 ADA VAN ACCESSIBLE)	290 (INCLUDING 6 ADA VAN ACCESSIBLE)
BIKE PARKING (1 PER 20 CARS) TOTAL PROVIDED: 15	5 PROVIDED OF 5 REQUIRED	10 PROVIDED OF 10 REQUIRED	15 PROVIDED OF 15 REQUIRED
TOTAL AMOUNT OF IMPERVIOUS AREA / LOT COVERAGE	166,404 SF	315,881 SF	482,285 SF

PHASING KEY PLAN

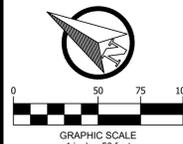
REVISIONS

NO.	DATE	DESCRIPTION



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OCEAN VIEW, DE 19970
Phone (302)-537-1919

PHASE 2 CONCEPT PLAN
DOVER INDUSTRIAL
LAFFERTY LANE
DOVER EAST DOVER HUNDRED KENT COUNTY DELAWARE



PROJECT DATUM
HORIZONTAL: DE NAD 1983
VERTICAL: NAVD 1988

SITE PLAN: EAL
DRAWING: DATE
REVIEW: RP 6/06/25

SHEET
C102

LOT 2
2.99 +/- AC
PB 149 PG.22

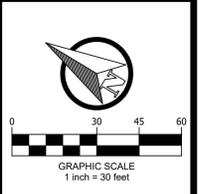
REVISIONS

PLITKO ENGINEERING

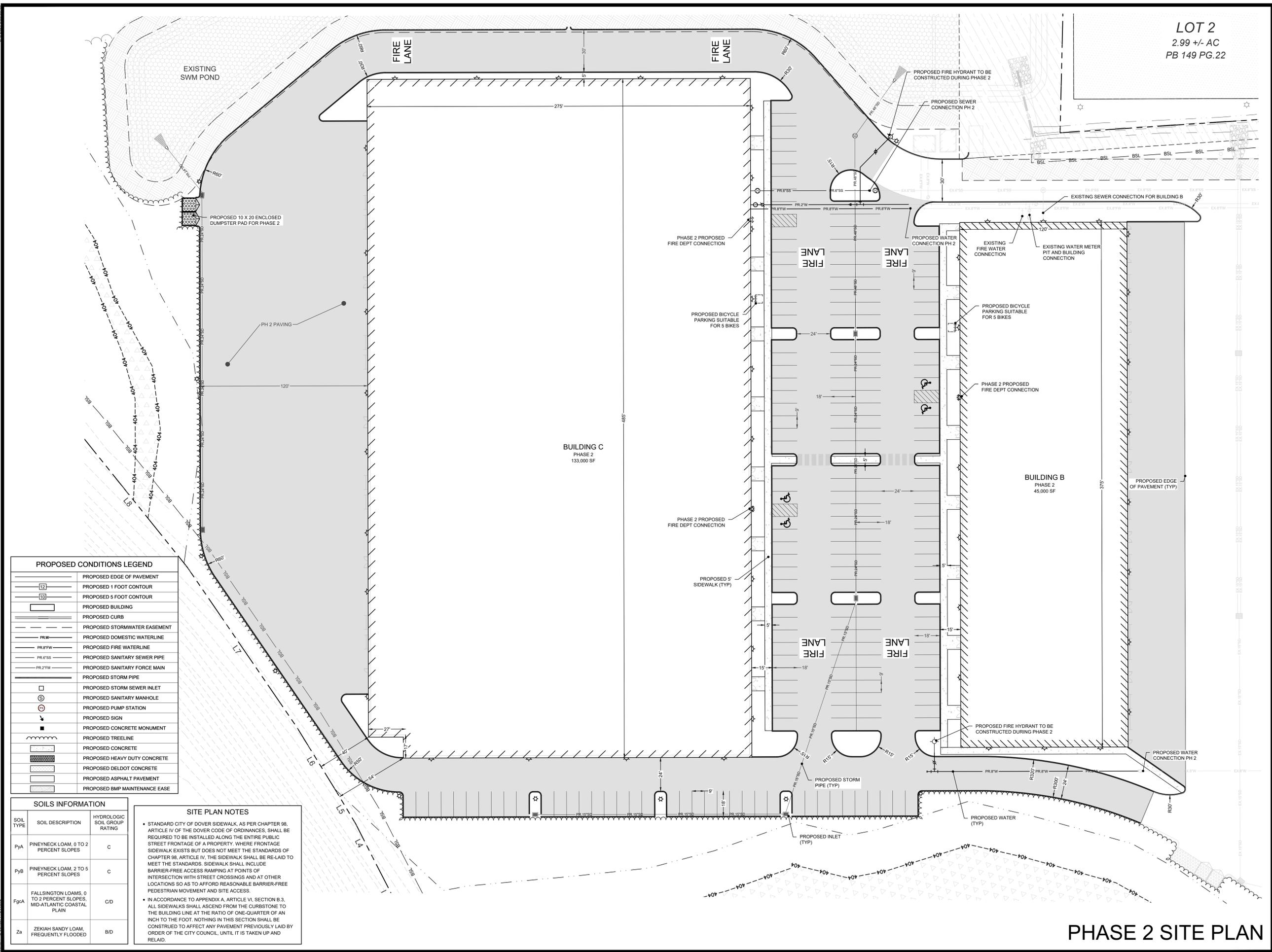
ENGINEER - SURVEY - HYDROGRAPHIC

53 ATLANTIC AVE., STE 3
OCEAN VIEW, DE 19970
Phone (302)-537-1919

PHASE 2 CONCEPT PLAN
DOVER INDUSTRIAL
LAFFERTY LANE
DOVER EAST DOVER HUNDRED KENT COUNTY DELAWARE



SITE PLAN: EAL	DATE
DRAWING: RP	6/06/25
REVIEW: RP	
SHEET C103	



PROPOSED CONDITIONS LEGEND

	PROPOSED EDGE OF PAVEMENT
	PROPOSED 1 FOOT CONTOUR
	PROPOSED 5 FOOT CONTOUR
	PROPOSED BUILDING
	PROPOSED CURB
	PROPOSED STORMWATER EASEMENT
	PROPOSED DOMESTIC WATERLINE
	PROPOSED FIRE WATERLINE
	PROPOSED SANITARY SEWER PIPE
	PROPOSED SANITARY FORCE MAIN
	PROPOSED STORM PIPE
	PROPOSED STORM SEWER INLET
	PROPOSED SANITARY MANHOLE
	PROPOSED PUMP STATION
	PROPOSED SIGN
	PROPOSED CONCRETE MONUMENT
	PROPOSED TREELINE
	PROPOSED CONCRETE
	PROPOSED HEAVY DUTY CONCRETE
	PROPOSED DELDOT CONCRETE
	PROPOSED ASPHALT PAVEMENT
	PROPOSED BMP MAINTENANCE EASE

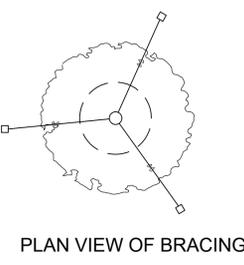
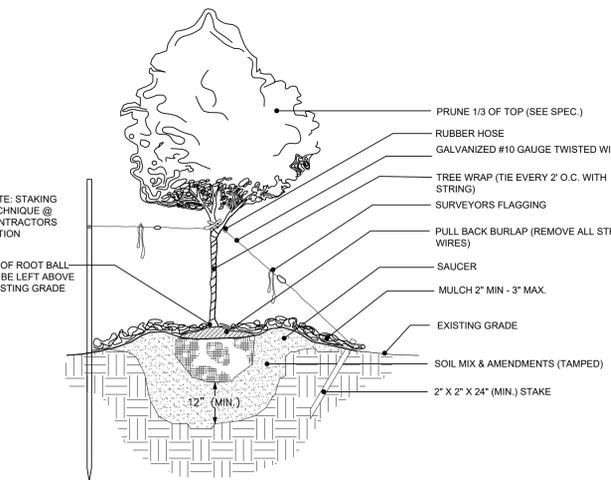
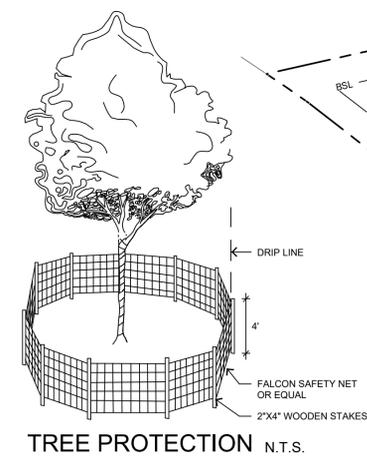
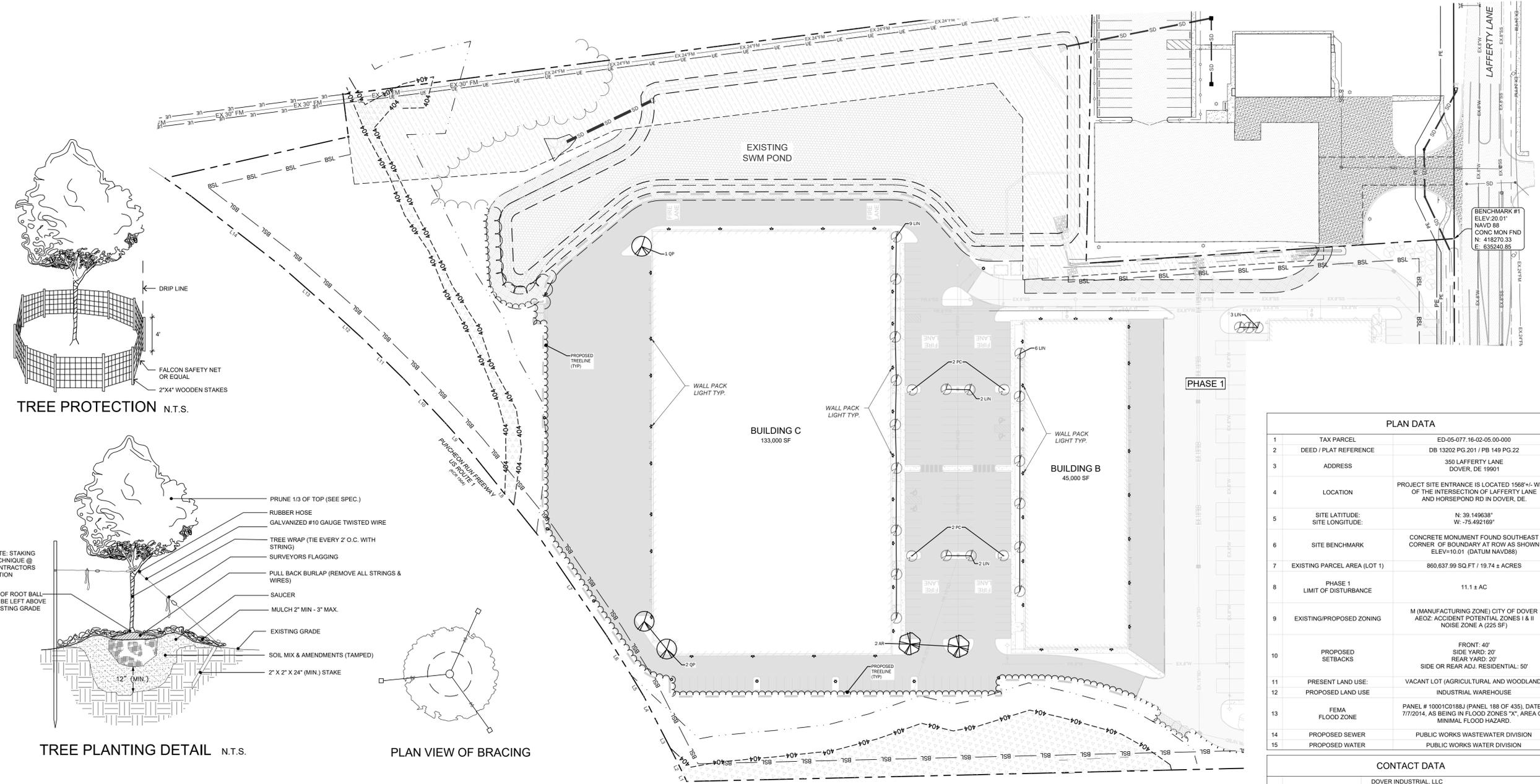
SOILS INFORMATION

SOIL TYPE	SOIL DESCRIPTION	HYDROLOGIC SOIL GROUP RATING
PyA	PINEYNECK LOAM, 0 TO 2 PERCENT SLOPES	C
PyB	PINEYNECK LOAM, 2 TO 5 PERCENT SLOPES	C
FgcA	FALLSINGTON LOAMS, 0 TO 2 PERCENT SLOPES, MID-ATLANTIC COASTAL PLAIN	C/D
Za	ZEKIAH SANDY LOAM, FREQUENTLY FLOODED	B/D

SITE PLAN NOTES

- STANDARD CITY OF DOVER SIDEWALK, AS PER CHAPTER 98, ARTICLE IV OF THE DOVER CODE OF ORDINANCES, SHALL BE REQUIRED TO BE INSTALLED ALONG THE ENTIRE PUBLIC STREET FRONTAGE OF A PROPERTY, WHERE FRONTAGE SIDEWALK EXISTS BUT DOES NOT MEET THE STANDARDS OF CHAPTER 98, ARTICLE IV. THE SIDEWALK SHALL BE RE-LAID TO MEET THE STANDARDS. SIDEWALK SHALL INCLUDE BARRIER-FREE ACCESS RAMPING AT POINTS OF INTERSECTION WITH STREET CROSSINGS AND AT OTHER LOCATIONS SO AS TO AFFORD REASONABLE BARRIER-FREE PEDESTRIAN MOVEMENT AND SITE ACCESS.
- IN ACCORDANCE TO APPENDIX A, ARTICLE VI, SECTION B.3, ALL SIDEWALKS SHALL ASCEND FROM THE CURBSTONE TO THE BUILDING LINE AT THE RATIO OF ONE-QUARTER OF AN INCH TO THE FOOT. NOTHING IN THIS SECTION SHALL BE CONSTRUED TO AFFECT ANY PAVEMENT PREVIOUSLY LAID BY ORDER OF THE CITY COUNCIL, UNTIL IT IS TAKEN UP AND RELAID.

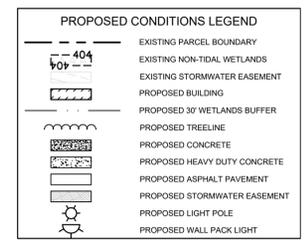
PHASE 2 SITE PLAN



WETLAND SEED MIX

PERCENT OF MIX	SCIENTIFIC NAME	COMMON NAME	WETLAND INDICATOR STATUS
20	PANICUM VIRGATUM	SWITCHGRASS	FAC
5	SCIRPUS CYPHERINUS	WOOLGRASS	OBL
5	CAREX VULPINOIDEA	FOX SEDGE	FACW
5	JUNCUS EFFUSUS	SOFT RUSH	OBL
5	CAREX LUPULINA	HOP SEDGE	OBL
15	AGROSTIS ALBA	REDTOP	NL
15	AGROSTIS STOLONIFERA	CREEPING BENTGRASS	FACW
15	ELYMUS VIRGINICUS	VIRGINIA WILD RYE	FAC
15	CAREX VULPINOIDEA	FOX SEDGE	FACW

NOTES: - SEED MIX AT RATE 25 LBS./ACRE MIXED WITH 15 LBS. PER ACRE ANNUAL RYEGRASS (LOLIUM MULTIFLORUM) SEED AS A COMPANION TO WETLAND SEED MIX.
 - WETLAND INDICATOR STATUS IS BASED UPON THE DELAWARE 2014 STATE NATIONAL WETLAND PLANT LIST, ATLANTIC AND GULF COASTAL PLAIN REGION, LAST UPDATED: APRIL 2, 2014.



PHASE 2 PLANT LIST:

TREES	KEY	QTY.	LATIN NAME	COMMON NAME	SPACING	SIZE	REMARKS
	AR	2	Acer rubrum	Red Maple	as shown	2" cal	Heavy, full, vigorous
	LN	22	Lagerstroemia indica 'Natchez'	Natchez Crape Myrtle	as shown	6' ht.	Heavy, full, vigorous, multistemmed
	QP	3	Quercus phellos	Willow Oak	as shown	2" cal	Heavy, full, vigorous
		27	TOTAL PHASE 2 TREES PROPOSED				
		162	TOTAL PHASE 2 TREES REQUIRED				
		135	OFFSITE TREES REQUIRED				

SEE SHEET L102 FOR LANDSCAPE MITIGATION TREE-PLANTING REQUIREMENTS.

PLAN DATA

1	TAX PARCEL	ED-05-077-16-02-05-00-000
2	DEED / PLAT REFERENCE	DB 13202 PG.201 / PB 149 PG.22
3	ADDRESS	350 LAFFERTY LANE DOVER, DE 19901
4	LOCATION	PROJECT SITE ENTRANCE IS LOCATED 1566'-1" WEST OF THE INTERSECTION OF LAFFERTY LANE AND HORSEPOUND RD IN DOVER, DE.
5	SITE LATITUDE: SITE LONGITUDE:	N: 39.149638° W: -75.492189°
6	SITE BENCHMARK	CONCRETE MONUMENT FOUND SOUTHEAST CORNER OF BOUNDARY AT ROW AS SHOWN ELEV=10.01 (DATUM NAVD88)
7	EXISTING PARCEL AREA (LOT 1)	860,637.99 SQ.FT / 19.74 ± ACRES
8	PHASE 1 LIMIT OF DISTURBANCE	11.1 ± AC
9	EXISTING/PROPOSED ZONING	M (MANUFACTURING ZONE) CITY OF DOVER AEOZ: ACCIDENT POTENTIAL ZONES I & II NOISE ZONE A (225 SF)
10	PROPOSED SETBACKS	FRONT: 40' SIDE YARD: 20' REAR YARD: 20' SIDE OR REAR ADJ. RESIDENTIAL: 50'
11	PRESENT LAND USE:	VACANT LOT (AGRICULTURAL AND WOODLAND)
12	PROPOSED LAND USE	INDUSTRIAL WAREHOUSE
13	FEMA FLOOD ZONE	PANEL # 10001C0188J (PANEL 188 OF 435), DATED 7/7/2014, AS BEING IN FLOOD ZONES "X", AREA OF MINIMAL FLOOD HAZARD.
14	PROPOSED SEWER	PUBLIC WORKS WASTEWATER DIVISION
15	PROPOSED WATER	PUBLIC WORKS WATER DIVISION

CONTACT DATA

1	OWNER/ DEVELOPER	DOVER INDUSTRIAL, LLC 34752 DELAWARE AVE. UNIT 6 FRANKFORD, DE 19845 ATTN: TRAVIS MARTIN 302-245-9323 tmartin@ocpropps.com
2	DESIGNER	PLITKO, L.L.C. 53 ATLANTIC AVE., STE 3 OCEAN VIEW, DE 19970 302-537-1919 rplitko@plitko.com

LANDSCAPE NOTES
 PHASE 2 DEVELOPMENT AREA OF 18.65 ACRES REQUIRES 162 TREES TO BE PLANTED. LANDSCAPE PLAN SHOWS 27 TREES PLANTED AS PART OF PHASE 2. THE REMAINING 135 TREES TO BE PLANTED OFFSITE PER THE AGREEMENT BETWEEN THE DEVELOPER AND THE CITY OF DOVER.
 NO TREES ARE TO BE PLANTED WITHIN 10' OF ANY UTILITY PIPE OR STRUCTURE.

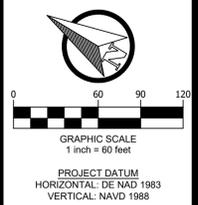
LIGHTING NOTES
 PHASE 2 FREE-STANDING LIGHTING FIXTURES TO MATCH EXISTING FIXTURES FROM PHASE 1/ ADJACENT PROPERTY. BUILDING-MOUNTED LIGHTING FIXTURES T.B.D.

PHASE 2 LANDSCAPE & LIGHTING PLAN

REVISIONS

PLITKO ENGINEERING
 ENGINEER - SURVEY - HYDROGRAPHIC
 53 ATLANTIC AVE., STE 3
 OCEAN VIEW, DE 19970
 Phone (302)-537-1919

PHASE 2 CONCEPT PLAN
 DOVER INDUSTRIAL
 LAFFERTY LANE
 DOVER EAST DOVER HUNDRED KENT COUNTY DELAWARE



SITE PLAN: EAL	DATE
DRAWING: RP	6/05/25
REVIEW: RP	
SHEET	
L101	

LANDSCAPE MITIGATION LEGEND	
	EXISTING WOODED AREA TO BE PRESERVED
	EXISTING WOODED AREA TO BE CLEARED

PROPOSED CONDITIONS LEGEND	
	EXISTING PARCEL BOUNDARY
	EXISTING NON-TIDAL WETLANDS
	EXISTING STORMWATER EASEMENT
	PROPOSED BUILDING
	PROPOSED 30' WETLANDS BUFFER
	PROPOSED TREE LINE
	PROPOSED CONCRETE
	PROPOSED HEAVY DUTY CONCRETE
	PROPOSED ASPHALT PAVEMENT
	PROPOSED STORMWATER EASEMENT
	PROPOSED LIGHT POLE
	PROPOSED WALL PACK LIGHT

TREE DENSITY WORKSHEET	
TOTAL LOT AREA:	860,638 SQ. FT.
TOTAL AREA OF WOODLANDS ON SITE:	316,353 SQ. FT.
TOTAL AREA OF WOODLANDS TO BE PRESERVED:	159,564 SQ. FT.
NON-WOODLAND SITE AREA:	701,074 SQ. FT.
NEW TREE PLANTINGS REQUIRED**:	234
PHASE 1 TREE PLANTINGS:	33
PHASE 2 TREE PLANTINGS:	27
TOTAL TREE PLANTINGS:	60
OFFSITE TREE PLANTING REQUIREMENT**:	174

* 1 TREE PER 3,000 SQ. FT. OF NON-WOODLAND AREA ON SITE.
 ** IS THE DIFFERENCE BETWEEN NEW TREE PLANTINGS REQUIRED AND TOTAL TREE PLANTINGS ON SITE.

PLANT LIST:

PHASE 1						
KEY	QTY.	LATIN NAME	COMMON NAME	SPACING	SIZE	REMARKS
AR	3	Acer rubrum	Red Maple	as shown	2" cal	Heavy, full, vigorous
CJ	9	Crytomeria japonica	Japanese Cryptomeria	as shown	6' ht.	Heavy, full, vigorous
LIN	11	Lagerstroemia indica 'Natchez'	Natchez Crape Myrtle	as shown	6' ht.	Heavy, full, vigorous, multistemmed
PC	4	Prunus cerasifera	Thundercloud Purpleleaf Flowering Plum	as shown	6' ht.	Heavy, full, vigorous
QP	2	Quercus phellos	Willow Oak	as shown	2" cal	Heavy, full, vigorous
TO	4	Thuja occidentalis 'Emerald Green'	Emerald Green Arborvitae	as shown	6' ht.	Full, vigorous, branched to ground
33 TOTAL PHASE 1 TREES PROPOSED						
PHASE 2						
KEY	QTY.	LATIN NAME	COMMON NAME	SPACING	SIZE	REMARKS
AR	2	Acer rubrum	Red Maple	as shown	2" cal	Heavy, full, vigorous
LIN	22	Lagerstroemia indica 'Natchez'	Natchez Crape Myrtle	as shown	6' ht.	Heavy, full, vigorous, multistemmed
QP	3	Quercus phellos	Willow Oak	as shown	2" cal	Heavy, full, vigorous
27 TOTAL PHASE 2 TREES PROPOSED						
234 TOTAL TREE PLANTING REQUIREMENT PHASE 1 + PHASE 2						
60 TOTAL SITE TREES PROPOSED						
174 TOTAL TREES TO BE PLANTED OFFSITE						



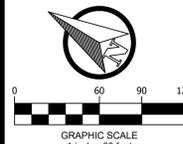
REVISIONS

NO.	DESCRIPTION



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 53 ATLANTIC AVE., STE 3
 OCEAN VIEW, DE 19970
 Phone (302)-537-1919

PHASE 2 CONCEPT PLAN
DOVER INDUSTRIAL
 LAFFERTY LANE
 DOVER EAST DOVER HUNDRED KENT COUNTY DELAWARE



PROJECT DATUM
 HORIZONTAL: DE NAD 1983
 VERTICAL: NAVD 1988

SITE PLAN: EAL	DATE
DRAWING:	6/05/25
REVIEW: RP	

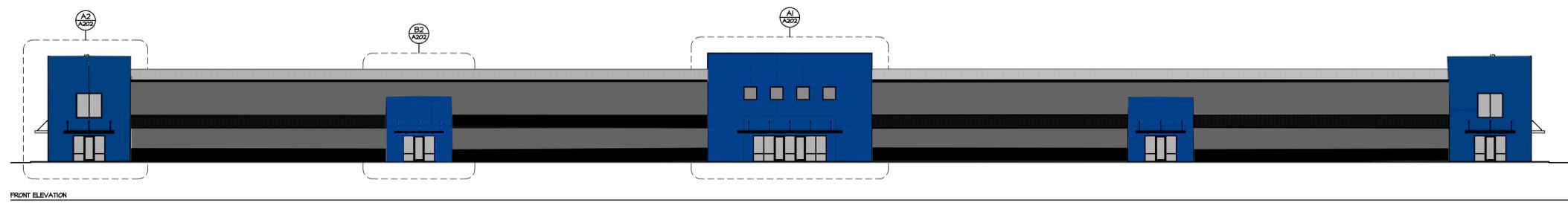
SHEET
L102

LANDSCAPE MITIGATION PLAN

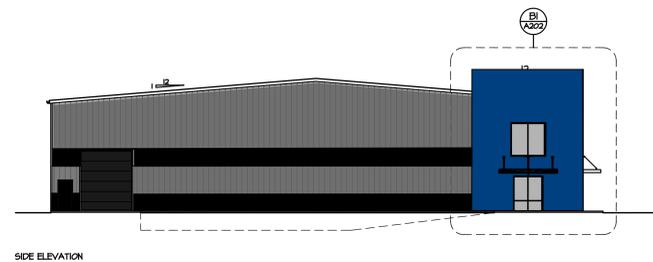


All design, concepts, ideas and arrangements depicted on these drawings are the property of Moonlight Architecture, Inc. and are intended to be used in connection with this specific project only and shall not be used in whole or in part for any other purpose whatsoever without the written consent of Moonlight Architecture, Inc. No changes or deviations shall be allowed without the written consent of Moonlight Architecture, Inc.

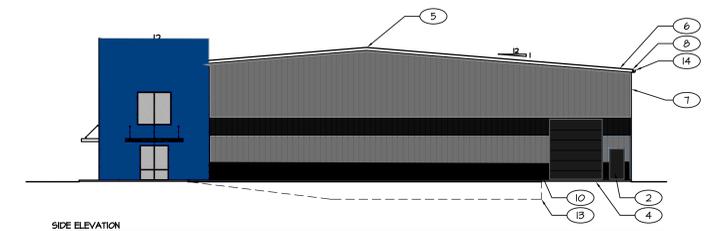
CONSTRUCTION DOCUMENTS FOR THE:
**DOVER INDUSTRIAL PARK
BUILDING A - SHELL**
350 LAFFERTY LANE
DOVER, KENT COUNTY
DELAWARE



FRONT ELEVATION



SIDE ELEVATION



SIDE ELEVATION



REAR ELEVATION

A2 OVERALL BUILDING EXTERIOR FRONT ELEVATIONS

1/16" = 1'-0" KEY

NOTE LEGEND

1. WINDOW UNIT. REFER TO FLOOR PLANS AND WINDOW TYPES FOR DETAILS. - TYP.
2. DOOR UNIT. REFER TO FLOOR PLANS AND DOOR SCHEDULE FOR DETAILS. - TYP.
3. SECTIONAL OVERHEAD DOOR UNIT. REFER TO FLOOR PLANS AND DOOR SCHEDULE FOR DETAILS. - TYP.
4. CONCRETE APRON AT DOOR. REFER TO FLOOR PLAN FOR DETAILS - TYP.
5. CONTINUOUS LOW-PROFILE RIDGE VENT AT ROOF RIDGE. - TYP.
6. GALVANIZED GALVALUM METAL ROOF PANEL SECURED TO PRE-ENGINEERED METAL BUILDING ROOF SYSTEM. - TYP.
7. 26GA MINIMUM CORRUGATED ALUMINUM ZINC ALLOY COATED STEEL WALL PANELS. - TYP.
8. METAL WRAPPED FASCIA & RAKE BOARDS TO MATCH ROOF FINISH. - TYP.
9. METAL FLASHING CLOSER STRIP AT ALL WALL PANEL TRANSITIONS. - TYP.
10. 42" HIGH METAL PIPE GUARDRAIL w/ 1 1/2" HIGH RAIL & VERTICAL POSTS AND 1" INTERMEDIATE AND LOW RAILINGS. - TYP.
11. LINE OF STRUCTURE BEYOND. - TYP.
12. EXTERIOR GRADE. REFER TO CIVIL DRAWINGS FOR DETAILS. - TYP.
13. LINE OF DEPRESSED LOADING DOCK RAMP. REFER TO BUILDING SECTION FOR DETAILS.
14. 8" METAL BOX GUTTER - COLOR TO BE BLACK PER OWNER'S SELECTION - TYP.
15. 4" METAL CORNERS - COLOR TO MATCH WALL PANEL - TYP.
16. 48" HIGH BY 8" SCHEDULE 80 STEEL PIPE BOLLARDS EACH SIDE OF DOOR AND WALL. REFER TO FLOOR PLANS FOR DETAILS - TYP.

REVISIONS:

SCALE:
3/32" = 1'-0"
DRAWING DATE:
12/06/2024
SHEET TITLE:
EXTERIOR ELEVATIONS

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PROJECT NUMBER:
24051

SHEET #:
A201

A1 DETAIL

SCALE KEY

**By-Laws of the Planning Commission
of the City of Dover**

Objectives

Section 1 The objectives and purposes of the Planning Commission of the City of Dover, Delaware, are those set forth in Chapter 7, Title 22 of the Delaware Code annotated, and amendments, supplements, thereto, and those powers and duties delegated to the Planning Commission by the City Council of the City of Dover pursuant to state statute.

Powers, Duties and Procedures

Section 2 The duties, powers and procedures of the Planning Commission be as set forth in the following documents:

- (a) The resolution of the City Council establishing such Planning Commission;
- (b) The Building Zone Ordinance as to matters relating to amendments to site plan approval;
- (c) The Subdivision Regulations as to the review and approval of subdivision plats;
- (d) As to the regulations set forth herein for all other matters for which the Commission has the responsibility.

Officers

Section 3.1 The officers of the Planning Commission shall consist of a Chairman and Vice-Chairman.

Section 3.2 The Chairman shall preside at the meetings and hearings of the Planning Commission and shall have the duties usually conferred upon a presiding officer. He shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 3.3 The Vice Chairman shall be the presiding officer in the absence of the Chairman.

Recording and Corresponding Secretary

Section 4 The Commission shall appoint a Secretary who shall not be a member of the Commission or an officer, and shall have the following duties and responsibilities:

- (a) Prepare agenda for all meetings with the Chairman and provide notice of meetings to Commission members.
- (b) Keep minutes of all meetings, and record of the Commission.
- (c) Act as agent for the Commission in receiving submissions, applications, correspondence, etc.
- (d) Act as agent for the Commission in arranging for notice of public hearings and notifying interested parties of Commission actions as authorized by the Commission.

Official Records

Section 5 The City Clerk shall be the official custodian of the records of the Commission and shall make them available to the public as provided by law. He may designate the office of the Secretary of the Commission or the Planning Office as the place where such records shall be kept.

Elections of Officers

Section 6.1 The officers shall be elected by the Commission at the annual organization meeting which shall be the regular scheduled meeting in July of each year. Election of officers shall be held by secret ballot.

Section 6.2 A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 6.3 Vacancies in offices shall be filled by the Commission at any scheduled or special meeting.

Section 6.4 The Chairman and Vice Chairman shall be limited to **four** consecutive one-year terms. A former Chairman or Vice Chairman who has held **four** consecutive terms in such position may be elected to that position after vacating the position for a period of one year.

Meetings

Section 7.1 The Commission shall hold one public meeting during each calendar month.

Section 7.2 The monthly meeting date for the coming year shall be established by a majority of the Commission at its organization meeting of the year. The date of the public meeting can be changed during the year by a majority of the Commission

Section 7.3 The Commission will receive all applications concerning matters within its jurisdiction only at its public meetings. All times to be submitted for consideration at any public meeting shall be submitted in complete and final form for Commission consideration not less than thirty days prior to said meeting. No items submitted subsequent to this time shall be placed upon the Agenda except by a majority vote of the Commission members present at such meeting. The official date of receipt of any matter presented to the Commission shall be the date of the first public meeting at which such matter is received for consideration. Any maximum time periods established by the Zoning Ordinance or other local laws limiting the time for consideration of any matter by the Planning Commission shall commence on such date of the receipt.

Section 7.4 A majority of the membership of the Commission shall constitute a quorum. The Commission may act on any matter by a majority vote of such quorum.

Section 7.5 All formal votes to record the decision of the Commission on any matter referred to it shall be taken only by a quorum at a public meeting. By a majority vote of those members present the Commission may convene in executive session. However, all formal votes to record the Commission's decision shall only be taken during periods in which such meetings are open to the public.

Section 7.6 Special meeting may be called by the Chairman or by a majority of the Commission, providing that not less than 24 hours notice by writing or telephone is given to each member of the Commission. Such meetings shall be executive sessions at which no formal votes shall be taken.

Section 7.7 All public and special meetings shall be held in City Hall or other public facility with proper public notification.

Agenda

Section 8 The Secretary shall prepare the proposed Agenda for each public meeting, with the Chairman not less than ten days prior to the date of such meeting, and shall transmit a copy of the Agenda to each Commission member on such date of preparation. No items will appear on such proposed Agenda except those for which applications or written requests have been received not less than thirty days prior to the date of the public monthly meeting as set forth in Section 7 above. The Commission may amend the proposed Agenda by a majority vote of those members present.

Section 9.1 The order of business at public meetings shall be as follows:

- (a) Roll Call.
- (b) Adoption of Minutes of previous meetings.
- (c) Approval of Agenda
- (d) Communications
- (e) Report of Officers and Committees
- (f) Old Business
- (g) New Business
- (h) Referrals, Administrative Reviews, Petitions, Applications and Other Matters presented by the public.

Section 9.2 The order of business at special meetings shall be as determined by the Commission.

Section 9.3 At all meetings and hearings attended by the public, the Chairman shall make a brief statement indicating the nature of each item on the Agenda, except that in the case of petitions, applications and other matters presented by the public, such statement shall be made by the person introducing the matter.

Section 9.4 Minutes of all public and special meetings of the Commission shall form part of the records of the Commission and shall be available to the public when duly adopted by the Commission.

Committees

Section 10.1 There may be a Subdivision Committee appointed by the Chairman with the approval of the Commission at the annual organization meeting. It shall consist of three members who shall serve until the next annual meeting. The Chairman may make appointments to bring the committee to full strength in the event of temporary absence of committee members.

Section 10.2 Other Committees may be appointed by the Chairman from time to time with the approval of the Commission.

Public Hearings

Section 11.1 The Commission shall hold public hearings as required by statute and applicable ordinances of the City. In addition to those required by law, the Commission may at its discretion hold public hearing when it considers that such hearings will be in the public interest.

Amendments

Section 12 These By-Laws may be amended at any time by a majority vote of the entire membership of the Commission.

Adopted September 15, 1959
Amended November 17, 1975
Amended March 16, 1981
Amended March 19, 1981
Amended June 17, 1991
Amended January 25, 1995
Amended April 26, 1995
Amended August 16, 2010
Amended August 20, 2018

Appointment of the Architectural Review Oversight Subcommittee of Planning Commission

As part of the Annual Meeting of the Planning Commission, one of the responsibilities of the Planning Commission is to appoint the Architectural Review Oversight Subcommittee. The following excerpt from the *Zoning Ordinance* is provided.

Appendix B: Zoning Ordinance, Article 10 Section 2. Site development plan approval.

2.28 Consideration shall be given to the physical orientation and architectural characteristics of proposed buildings, the relationship of proposed buildings to existing buildings and to other proposed buildings, and their contributions to the overall image of the immediate vicinity by considering the building and architectural design guidelines as set forth in article 5, section 19. Design characteristics of proposed buildings and building additions shall not detract or devalue existing buildings in the immediate vicinity.

- (A) If the planning commission determines that the proposed physical orientation and architectural characteristics of the proposed buildings do not meet the intent and objectives of this section, then the planning commission shall refer the proposal to the architectural review oversight subcommittee for review and comment.
- (B) The subcommittee shall meet and review the proposal with the applicant, and return its comments to the planning commission by the next regularly scheduled meeting.
- (C) The architectural review oversight subcommittee shall be appointed by the commission at its annual meeting, and membership shall consist of two planning commission members, and two design professionals with experience in construction, and the mayor or the mayor's designee. Two alternate design professionals with experience in construction shall also be appointed.

At the August 19, 2024 Meeting of the Planning Commission, the following individuals were appointed to the Architectural Review Oversight Subcommittee of Planning Commission. (This had been deferred from the July 15, 2024 Meeting as appointments of members to the Planning Commission were still pending at that time.)

- Kathleen Welsh, Planning Commission member
- Kenneth Roach, Planning Commission member
- Mayor or Mayor's designee

The Planning Commission at their August 19, 2024 Meeting also considered the appointment of two Design Professional members to the Subcommittee pending confirmation of their availability. Planning Staff reported back to the Planning Commission regarding their availability. At the September 16, 2024 Meeting, the Planning Commission heard the status of the following Design Professionals to serve on the Subcommittee. No other Design Professionals as Alternates were offered.

- Dr. R.J. Chandler, Faculty member of Architecture program at DelTech Community College, Design Professional (availability confirmed; approved to serve)
- Ms. Sarah Keifer, Director of Planning Services for Kent County, Design Professional (awaiting availability to serve)

The Planning Commission as part of their Annual Meeting must act to appoint the membership of the Architectural Review Oversight Subcommittee.